

Section G:
Women`s Artistic OCP

WOMEN'S ARTISTIC COMPETITIONS

The following information should be used **in conjunction with the most current copy of the GO Women's Artistic Technical Rules and Regulations** (available at www.gymnasticsontario.ca), the USAG Compulsory documents (Levels 1-5) and the USAG Code of Points for Levels 6-10. For National level competitions the Gymnastics Canada rules and regulations should be accessed as well as the current FIG Code of Points (available at www.fig-gymnastics.com). If you have any questions regarding the content of this section, please contact the GO office Women's Program Manager (WPM).

The competition schedule and the host for all WAG events is determined at the end of the previous season. The schedule for the WAG GO events is determined by Gymnastics Ontario. Any club wishing to host a competition must submit a completed Bid to Host application.

1. CATEGORIES OF COMPETITIONS

A Bid to Host application must be completed in order to receive sanctioning for any competition in Ontario. Gymnastics Ontario Technical Rules and Regulations must be adhered to in order to receive sanctioning. Some modifications are acceptable (i.e.: hosting a "Pairs/Partner" event) but competition rules (including warm-up variations) and equipment specifications may not be altered (i.e.: use of standard matting, no mini-tramp, etc.). If you have a unique situation different than those stipulated in the Women's Technical Rules and Regulations it must be clearly defined and sent in along with the Bid to Host application for approval.

Below is an overview of the types of competition available to the levels and terminology:

"Invitational"

- ODP
- Level 1-2
- All ages 7 and 8
- Masters
- Novice HP, Junior HP, Senior HP (non-selection events)
- Competitions the second weekend of March and later for Level 6-10 and after April 30 and later for Levels 3-5

"Qualifier"

- Level 3-5 Compulsory – competition held after Tour Selection until last weekend in April.
- Level 6-10 Optional – competition held after Tour Selection until the first weekend in March.

"Gymnastics Ontario Event"

- Tour Selection – competition held mid-November to select Team Ontario for a travel competition.
- Canada Winter Games Trials – competition held in November/December to select Team Ontario for Canada Winter Games (every four years).
- Elite Canada Screening and Aspire/HP Competition Opportunity – competition held for gymnasts to try-out for the High Performance program.
- Level 3 Ontario Championships – competition held for those gymnasts who qualify.
- Level 4-5 Ontario Championships – competition held for those gymnasts who qualify.
- Level 6 Ontario Championships – competition held for those gymnasts who qualify.

- Level 7-National Ontario Championships – competition held for those gymnasts who qualify and Team Ontario Selection for Eastern Canadian Championships and Canadian Championships.

Events Hosting International Participants:

- Any competition hosting clubs from outside of Canada is considered an International Competition.
- In addition to being sanctioned by Gymnastics Ontario, International competitions 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 can be requested on the Gymnastics Ontario Bid to Host form. This form must be completed and sent to the GO office accompanied by the GCG sanction Form H (which is separate from the GO Bid to Host) with payment made to Gymnastics Canada.
- Participants are required to be registered as Foreign Members (see Forms section of GO website) as well as registered as foreign athletes in the GO registration management system.

The recommended number of competitions on any given weekend:

The number of events that can be sanctioned by Gymnastics Ontario for a single weekend is as follows:

- No invitational event will be sanctioned on the same weekend as Ontario Championships.
- **Maximum** four events per weekend will be sanctioned (single panel).
- Three GTA events and one out of GTA (Exception: ODP Event could be a potential 5th competition)
OR
Two GTA Invitational and two out of GTA (Exception: ODP Event could be a potential 5th competition)

2. COMMITTEE AND VOLUNTEER RESPONSIBILITIES

The Meet Director can only ensure the smooth operation and coordination of the competition when they have the support of committed volunteers who fully understand their responsibilities. The training of volunteers for specific duties is imperative and should be overseen by the Meet Director and/or the Floor Manager. Here is a potential list of necessary sub-committees.

All should be included but your organization is not limited to this list.

Meet Director is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Sending the Call to Meet to all applicable clubs and to the WPM to post on the Gymnastics Ontario website.	Create the Call to Meet in consultation with the WPM for review and posting.
Collecting all registrations and payments.	Collecting all registrations and payments (registrations will also go to the WPM).
Setting the competition schedule. Schedules for qualifiers must be sent to the GO Events Manager no later than 6 weeks before the competition for approval.	Schedule is determined by the Events Manager and WPM. Hosts may provide input/requests for consideration.
Acting as liaison to the GO WPM.	
Recruiting and assisting in the training of the volunteers needed to run the competition.	
Determining competitive order by draw for each category as per Technical Rules and Regulations.	Gymnastics Ontario determines the athlete draw through a random selection in Beyond the Scores.

Assisting with the Coaches Meeting (should be held by CCJ in conjunction with Meet Director) - at least first session of each competition day.	
Resolving problems, in consultation with the Competition Chief Judge, the Women's Technical Committee and/or the GO WPM.	
Emailing a full set of results to the WPM (if Beyond the Scores is not used) within 48 hours of the competition.	Submitting a financial summary to the WPM and/or Events Manager within 30 days of the competition.
Receiving and submitting payment of GO invoice (if applicable – i.e.: athlete sanction fee, awards).	
Acquiring properly certified (as per GO regulations) medical personnel.	

Volunteer Coordinator is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Developing and managing several sub-committees (Concession, Equipment Set-Up, Awards, etc.).	
Recruiting and assisting in the training of volunteers.	
Creating the volunteer schedule.	
Ensuring that volunteers have a copy of the volunteers' schedule and that they fully understand their responsibilities.	
Ensuring that a list of signs needed for the registration table and directional signs to the competition gym, training gym (if needed), change rooms, washrooms, etc. are prepared and posted.	
Ensuring that volunteers are fulfilling their duties competently and finding replacements for no-shows.	
Resolving problems, in consultation with the Meet Director.	

Floor Manager is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Recruiting and assisting in the training of volunteers helping on the floor/field of play.	
Ensuring that all volunteers helping on the floor receive a copy of the volunteer schedule, that they fully understand their responsibilities and any dress code requirements.	
Ensuring that a list of directional signs needed is prepared and that signs are made and posted.	
Ensuring that all volunteers helping on the floor are fulfilling their duties competently and helping to find replacements for no-shows.	
Resolving problems, in consultation with the Meet Director, Competition Chief Judge, Women's Technical Committee and/or the GO WPM.	
Ensuring that all coaches, judges and athletes on the floor are properly accredited in order to gain access to the competition floor.	
Ensuring that all athletes who are not competing or on deck are in the designated 'athlete/coach' areas.	
Managing the athlete march-in.	

Hosting Coordinator (Judges' and Coaches') is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Booking and arranging for payment of all hotel rooms needed for judges (refer to the 'Judges' section in this chapter and to the Judging Professional Guidelines (Section G of the WAG Technical Rules & Regulations).	
Recruiting volunteers to help with hosting before and during the competition.	
Ensuring that all hosting committee volunteers have a copy of the hosting volunteers' schedule and that they fully understand their responsibilities.	
Ensuring that all hosting committee volunteers are fulfilling their duties competently and finding replacements for no-shows.	
Resolving problems, in consultation with the Meet Director and the Competition Chief Judge.	

Ensuring that an appropriate room is designated as the Judges' Room.
Ensuring that signs needed for the judges' and coaches' rooms are made and posted.
Ensuring that cold and hot refreshments as well as a light snack or meal is prepared and ready in the Judges' Room one (1) hour prior to the start of the first competition, as well as whenever the schedule permits time for the judges to eat lunch or dinner.
Ensuring that the Judges' tables are checked at the end of each rotation, garbage is removed, score flash cards are in place (if applicable) and that there are sufficient sharpened pencils, scratch pads, etc. for the next competition.
Ensure that the judges' packages are given directly to the Competition Chief Judge and that they include a competition schedule, the competitive order, expense forms and a copy of the judging panels.

Team Marshals – optional (one per rotating group) are responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Leading the groups from event to event.	
Leading the groups for march-in and awards.	

Chief Scorer is responsible for:

Please refer to the Beyond the Scores user manual for assistance. The manual can be found on the GO website under Hosting. Beyond the Scores is required for all Gymnastics Ontario events and qualifying competitions.

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Securing a computer and printer (if not using Beyond the Scores) and photocopier as well as determining the location of the scoring table on the floor plan.	
Setting up scoring system/program.	
Recruiting and training the Assistant Scorer, Event Scorers, the flashers and the runners.	
Entering all registrations into the computer/scoring system (including athlete's name, category, club) If using Beyond the Scores, communicating with clubs to register their athletes into your event.	Gymnastics Ontario will be responsible for maintaining the Beyond the Scores system up until the day before the event.
Printing start lists for judges, photo vendors, announcers etc. – things on day of meet.	
Checking with the Event Chief Judge/Competition Chief Judge if any discrepancies are discovered.	
Providing a printout to judges on each event for verification and signature (if not using Beyond the Scores).	
Posting scores for coaches after each event to verify (5 minutes after the final athlete has finished in that rotation).	
	For Team Selection events the first copy of the results must be given to the WPM for determining the team and notifying the coaches prior to distribution.
Distributing or posting results for all categories to clubs. Scores for Age 7 & 8 are not to be flashed or distributed. Results can be sent to clubs after the event.	Distributing or posting results for all categories to clubs.
Entering all scores into the computer (with manual system) and providing a printout that includes: <ul style="list-style-type: none"> • Date of competition • Level of competition • Athletes' name, and club 	

<ul style="list-style-type: none"> • Start Value/D score, Execution/E score and final score on each event • Overall score and rank
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Assistant Scorer is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Reading out individual chits to the Chief Scorer (if manual scoring is used).	
Verifying the final score (if manual scoring is used).	
Obtaining the following supplies necessary to perform his/her task (if manual scoring is used):	
<ul style="list-style-type: none"> • Calculator (for manual verification if needed) • Pencils, erasers and stapler • Score sheet 	
When computerized scoring is used the assistant will help the Chief Scorer wherever deemed necessary.	

Event Scorers (one per event) are responsible for: (only necessary when manual scoring is used)

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Calculating each athlete’s final score, based on scores submitted by panel judges.	
It is <i>recommended</i> that scorers be at least 16 years of age.	

Flashers (one per event: necessary when manual scoring is used or when display monitors do not work) are responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Flashing/posting the D or Start Value score (as directed by the Event Chief Judge) immediately after the gymnasts’ routine.	
Flashing the Scores: final score along with athlete number, immediately following the completion of the next Gymnast’s routine (but never while a gymnast is competing on that event).	
Please note there are no flashing of scores for any 7 & 8 year old categories	

Runners (one or two per event) are responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
RUNNING judges’ chits to Chief Judge’s table (if judges are not seated together and generally only when manual scoring is used).	
Delivering the final score sheet (with chits stapled to it) to the Chief Scorer (when manual scoring is used).	
Runners should be at least 8 years of age.	

Timers (one per event; 2 for balance beam) a sheet with the rules for timing should be on each table for the timers to refer to, timers are responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Timing warm-ups for all four events; warm-up times are listed in the Women’s Technical Rules and Regulations.	
It is <i>recommended</i> that timers be at least 12 years of age.	
Timing warm up, routines and fall time on all four events. Vault (warm up only) uneven bars (warm up and falls), balance beam and floor exercise; must be familiar with time regulations. Please see the technical rules and regulations for specific timing regulations.	

Equipment adjusters (one on vault, bars and beam) are recommended for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Equipment adjusters are not required but are always beneficial in running an efficient event. Anyone dealing with equipment must have full knowledge on how to adjust the equipment.	
Adjusting the apparatus, as per coaches' specifications.	
Preventing avoidable delays and keeping the event on schedule.	

Registrar is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Setting up a registration table near the main entrance to the competition hall.	
Recruiting and training volunteers to assist.	
Registering all athletes (in a separate area from general admissions). When the athletes check in, the registration personnel should ensure that they were pre-registered and that they have been entered in the proper category.	
Giving changes (scratches, additions, correct spelling of names, etc.) to Floor Manager (who will then circulate changes to the Chief Scorer, Competition Chief Judge, Announcer).	
Registering coaches and distributing coaches' packages (competitive schedule, competitive order, special instructions, pertinent information, etc.). Coaches are required to show their NCCP card and/or Coaching ID accreditation to be allowed floor access.	
Distributing "goodie bags/athlete gift" upon check in.	

Awards Manager is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Securing results from the Chief Scorer.	Securing results from the Chief Scorer For Team Selection WPM will provide a list of athletes and alternates that have made team to be announced after the Event and All-Around awards.
Preparing the awards for distribution (awards tray).	
Coordinating the Awards Presentation, creating script.	Coordinating the Awards Presentation, creating script (in consultation with the WPM).
Work with announcer and instruct on awards ceremony protocol (i.e. Start with 1 st place recipient and bumping rules).	
Organizing all march-ins of athletes (i.e. for presentation to judges at beginning of each competition, for awards presentation).	
Ensuring that presenters are secured and present.	
Distributing "goodie bags" (if applicable – or if not done at registration).	

Announcer/Audio is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Acquiring appropriate sound/P.A. system.	
Set-up, take-down of sound equipment.	
Announcing specific instructions to athletes/coaches (i.e. general and specific warm-up, march-ins, awards, 5 minute verification, etc.).	
Announcing general information to spectators.	
Providing music as required for march-in, warm-up, breaks and award ceremonies.	
Play provided music for floor routines.	
An auxiliary cord should be available at events for playing floor music from Ipods etc.	

<p>The Call to Meet should note which form of music is available ie. CD only, sent via email to play from a computer, auxiliary cable etc. Host clubs must provide all JO compulsory music (all 3 versions). Announcing award winners.</p>
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Equipment Team Manager is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Recruiting and coordinating volunteers for gym set-up and take-down.	
Checking equipment and “fixing” as required during the competition.	
Transporting all equipment, including any borrowed or rented equipment that may have to be picked up.	Transporting all equipment, including any borrowed or rented equipment (including computerized scoring system if required) that may have to be picked up.
Communicate with equipment manufacturer if renting equipment.	Communicate with Spieth America regarding equipment requirements (see Hosting Agreement).
Coordinating with the Floor Manager and CCJ to ensure that technical guidelines are met and that the floor plan is correct. Any modifications to the floor plan must be approved by the GO WPM, in consultation with the Women’s Technical Rules and Regulations.	

Admissions Manager is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Collecting general admissions.	
Recruiting and training volunteers to assist.	
Ensuring that a list of signs needed for the admissions table as well as directional signs to the competition gym, training gym (if needed), washrooms, etc. is prepared and that signs are made and posted.	
Create and assemble the programs for purchase by spectators.	
Ensuring that volunteers have a copy of the volunteers’ schedule and that they fully understand their responsibilities.	
Ensuring that volunteers are fulfilling their duties competently and finding replacements for no-shows.	
Resolving problems, in consultation with the Meet Director.	
Help direct spectators to seating area.	

Concessions/Vendor Manager is responsible for:

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Setting up and overseeing the sale of food and vendor items.	Setting up and overseeing the sale of food and vendor items (may need to have space for team gym-suit measurement and ordering for team attire).
Creating concession pricing signs.	
Ensuring that a list of signs needed for the concession stand is prepared and that signs are made and posted.	
Recruiting and training volunteers to assist.	
Ensuring that volunteers have a copy of the volunteers’ schedule and that they fully understand their responsibilities.	
Ensuring that volunteers are fulfilling their duties competently and finding replacements for no-shows.	
Resolving problems, in consultation with the Meet Director.	
Organizing and delegating events such as 50/50 draws, auctions etc.	

3. COMPETITION VENUE

Facility:

When selecting the facility for a Women's Artistic event, the following must be taken into consideration:

- level of competition
- size of venue and ability to conform with FIG/GO minimum space requirements
- geographical location
- adequate spectator seating
- ventilation
- cafeteria/concessions
- athlete change rooms
- separate awards area
- lighting (ensure that outside sunlight will not cause glare for athletes or judges) and ventilation
- adequate washroom facilities (separate facilities for participants and spectators)
- availability of tables and chairs for officials or benches for competitors and coaches
- availability of office equipment, including photocopier, computer(s), etc.
- availability of scoring room (if needed) including a reliable power source for computers, etc.
- judges' and coaches' meeting rooms
- adequate and accessible parking
- availability of facility for equipment delivery, pre-event preparation and post-event clean-up

Facility Preparation:

- Ensure that the set-up schedule clearly states the time that the equipment will arrive at the competition venue and the earliest time the competition venue can be accessed to begin set-up.
- The equipment manager must have the facility liaison's contact number and have confirmed directly with the facility liaison that he/she will be available to unlock and lock the building at times already agreed upon, can access specific rooms within the building that may be locked, can resolve any facility emergency (including heat, lights, plumbing, etc.).
- When using a school or arena, host must ensure that the heat/air conditioning is scheduled to be turned on over the weekend and that host has access to the controls
- It is imperative that the amount of time scheduled for set-up is realistic and that time has been built in for unforeseen delays.
- It is strongly recommended the majority of the set-up be done the day or night before the event. This will allow the CCJ, Technical Chairperson and Meet Director to discover, address and resolve concerns/problems without disturbing the competition schedule.
- The designated area, or corral, for athletes and coaches should have easy accessibility to the coaches/athletes' refreshment area, change rooms and washrooms. The corral should be as far away as possible from the judges table, scoring table and the spectators seating area.

Floor Plan:

A full floor plan must be prepared by the Meet Director and the Floor Manager and submitted to GO with your Bid to Host. Any anomalies (vault strip less than 25m, pit landing for vault, columns/walls near the floor etc.) must be noted in the Call to Meet. The floor plan should be distributed to all volunteers who will be helping with the gymnasium set-up (this includes competitive equipment, A/V and officials' tables and chairs). Factors to consider when designing your floor plan include:

- size of facility (take note of columns, entranceways, power outlets)
- apparatus and mat dimension

- mount and dismount requirements
- placement of existing floor plates (take note if using a school facility that bar anchors are correctly installed and are not varnished shut)
- placement of officials' tables and chairs (including timers and flashers)
- power outlets for music, announcing and scoring
- sight lines for spectators
- existing permanent fixtures i.e. windows, posts, etc.
- announcing and/or music tables
- athlete corral area (required for Tour Selection and Ontario Championships – must have matting and should be placed outside of the field of play to minimize crowding)
- coaches area
- judges area
- awards area
- SAFETY:
 - landing areas, runways, mounts, surrounding areas (i.e., may need additional perimeter matting to provide a 'buffer' zone between landing areas and concrete floor/pillars)
 - emergency exits
 - traffic flow
 - between events
 - proximity from spectators to event(s) (safety)
 - announcer/music table
 - change rooms and washrooms
 - scoring

Coach/Athlete Area:

- There must be a designated area for athletes and coaches to put their belongings and to pick up all other pertinent information that is relevant to the competition.
- A table or room should be set-up to provide coaches with beverages, snacks/light meals.
- You can also give more information on meal guidelines and food being provided throughout the event (menus and mealtimes).

Spectators:

- Adequate spectator seating must be provided a safe distance from the competitive floor and well defined (by ropes, bunting, pylons, etc.). Spectator seating must be located in an area that is easily accessible, without interfering with the competition and/or the judges' ability to see. To calculate the **minimum** seating capacity needed, multiply the number of athletes in the largest session by two.
- Only registered athletes and coaches are permitted on the competitive floor at any time. Therefore, it is imperative that the competitive floor is well defined (by ropes, bunting, pylons, etc.). Volunteers (floor marshals) will be needed to clarify the competitive floor boundaries and to monitor/control access to the competitive floor.

Security:

- Ensure that the change rooms, meeting rooms, volunteer rooms, etc. are frequently patrolled to prevent theft or loss of personal property. Notices (advising athletes, coaches, judges and volunteers not to leave valuables in the change rooms or meeting rooms and that the host club is not responsible for lost or stolen articles) should be clearly posted in all change rooms,

meeting rooms, etc.

- Additional volunteers will be required for general admissions, athlete registration and coach registration
- Bunting is encouraged to section off the competition areas from the spectators

Directional Signs:

- competition gym
- training gym (if applicable)
- change and/or wash rooms
- judges' room
- coaches' area
- cafeteria/concessions
- first aid/medical area
- awards area (if applicable)
- emergency exits

4. EQUIPMENT

The competition equipment must be in efficient working condition and comply with the competitive standards stated in the most current the GO Women's Artistic Technical Rules and Regulations, the current FIG Code of Points as well as any additional recommendations specified by WTC.

If the host club's equipment is not adequate, equipment must be rented/borrowed from another club or a supplier. Ensure that all equipment rental (including related costs), transportation needs, set-up schedule, etc. are considered and finalized before bid package is submitted.

Please see the Hosting Agreement for the Ontario Championships equipment requirements and process.

- After the initial set up the following individuals are responsible for ensuring that it is safe:
 - Start of the Day – The Host Club and CCJ
 - During Warm-Up – The Coach
 - During the Competition – The Competition Chief Judge
- The competitive equipment must be provided in compliance with the GO standards listed in the Women's Technical Rules and Regulations or in compliance with Gymnastics Canada standards for National Stream events.
- If the host club's equipment is not suitable for competition, proper equipment may be borrowed (or rented) from another club or rented from an equipment supplier. If equipment has to be acquired from outside the host club, all arrangements must be finalized before a bid package is submitted to the GO office.
- Be sure to check on any special requirements with your club's Head Coach or Technical advisor (i.e. taping the vault landing mats)
- OCP Equipment specifications are provided in the Technical Rules & Regulations
- For Tour Selection and Ontario Championships, the mandatory equipment supplier is Spieth America. No other equipment is permitted.
- Once gym is set up and equipment verified, equipment should not be moved from sets of equipment without authorization especially for selection competitions where standard boards settings etc. are used.

Audio:

- a separate table must be set up for the purpose of announcing competitive order, rotations and awards, playing march-in music and warm-up music
- Music can be submitted in mp3 format or by an external mp3 device (ie. iPod). All music must be clearly labelled on device.
- It is best to have all methods of playing floor music available.
- It is best to have a volunteer who is very comfortable with technology so that they are easily able to switch from a cd, USB stick, ipod/mp3 player.
- A back up system is also required.
- For a Level 1-5 event, the compulsory music (all three versions) will be provided by host club.
- Hosts must obtain a microphone and back up player and speakers (amplifier may be necessary)
- easy access to power outlet(s)
- table and chairs for announcer and music person

Medical:

- Refer to the most current copy of the Technical Rules and Regulations as well as the current FIG Code of Points (available through GCG).
- ice that is readily available
- on-site First-Aid Certified medical personnel
- fully supplied first aid kit on-site

Set-Up:

- Equipment set-up and facility preparation must be completed the day before the competition.
- Ensure that the set-up schedule clearly states the equipment arrival time and the earliest allowable access time to the competition venue. Emergency contact numbers for the venue must be secured by the Organizing Committee in case of problems with heat, lighting, plumbing, building or room access, etc.
- Sufficient manpower should be available to set up the equipment.
- The following principles should be used when setting up:
 - Set up equipment parallel to the walls whenever possible.
 - Unless free-standing equipment is being used, the placement of the uneven bars is the first consideration due to the permanent location of the installed floor sockets. Carefully check existing floor plates in high school gyms for load capacity. If any questions exist, free standing equipment is recommended.
 - The floor exercise mat should be placed in the middle of the gymnasium whenever possible. It should not be placed at close proximity to a wall. This will prevent injuries to gymnasts who over-rotate on tumbling passes.
 - Placement of the vault runway must be such that there is no traffic interference from spectators or gymnasts on other events; crowd control barriers are recommended.
 - Label springboards by event to ensure that the springboard used during warm-ups is used during the competition.
 - Chalk should be made available at every event. If this is not possible, position chalk stands so that they can be used by two events at once.
 - Have extra chalk, water bottles, beat board springs, 'sting' mats, tables, chairs and bar rails on hand.
 - It is recommended to have extra bar 'slider' pulls on hand as they often become stripped

- due to overuse.
- Athlete and coaches corrals must be easily accessible from the competition floor and each competitive event. Seating areas should not be too close to the apparatus or judges' tables.
 - Position the Chief Judge's table as far away from spectators and competitor traffic as possible. Also be careful not to position tables in a way that interferes with the gymnasts' mounts and/or dismounts. Allow ample space for falls or wayward dismounts.
 - Please note that whenever possible, D panel and E panel judges will be separated (Tour Selection/Ontario Championships when there are four judges per panel).
 - Floor exercise judges' chairs should not be on the corners of the apparatus.
 - Some competitions may require Line Judges for floor and vault
 - The scoring room should be away from the gym floor (e.g. the equipment storage room just off the gym floor). This will alleviate interruptions by coaches, judges, gymnasts and parents while results are being tabulated.

5. CALL TO MEET

The registration package for your competition should be circulated near the beginning of the competitive season. The Call to Meet serves as your invitation to your competition. You need to make your competition appealing for other clubs to attend and the Call to Meet is the first opportunity to do so. The Meet Director is responsible for submitting the Call to Meet with the Bid to Host application to the Program Manager for approval and posting/distribution.

The Call-to-Meet must include:

- name of host club
- meet director's name and contact information
- location of competition venue, including full street address and map
- date of the competition
- levels & ages being offered/gymnast eligibility (i.e. competing categories and age groups) and type of competition
- coach eligibility (i.e. certification level required to gain access to the competitive floor as per GO regulations)
- Competitive requirements for each category. For Qualifiers and Invitational competitions, simply stating 'as per GO Women's Technical Rules and Regulations' is sufficient.
- The warm up method being used. Any changes to the regulated OCP Warm-Up format must be sent in the Bid to Host and approved before being published in the Call to Meet. If approved, any modifications must be posted in the Call to Meet.
- for National Stream events you will need to communicate what levels are being offered and that you are following GCG standards
- Equipment specifications
 - brand name of the equipment being used. Spieth America is the most commonly used equipment in Ontario. If equipment other than Spieth is being used it is important to state this in the Call to Meet.
 - type of equipment, as follows:
 - VAULT
 - length of vault runway
 - type and number of beat boards being provided, if they have set springs

- (hard, medium, soft) etc.
 - landing surface (pit or floor)
 - minimum and maximum attainable vault heights
 - BARS
 - peg or thread adjustors
 - the maximum height that the bars can be raised to
 - type of beat board being provided (spring, Budapest, etc..)
 - BEAM
 - type of beam to be used (crank or peg adjusters)
 - type of beat board being provided (spring, Budapest, etc.)
 - FLOOR
 - spring or cube floor
- if the equipment set-up, or warm-up format being supplied differs in any way from the GO Women's Technical Rules and Regulations specifications, it must be:
 - Approved by GO well in advance of the competition
 - Published in the Call to Meet
 - Send to participating club, CCJ (and Judges)
- awards information
 - medals, ribbons, trophies?
 - What place do the awards go to?
 - Team awards?
- registration information
 - registration fee
 - deadline date specifically stating that the completed registration form and a club cheque for the total amount owing must be received by the host club on or before the deadline date
 - late registration fee (must be clearly outlined on the Call-to-Meet, along with the terms of payment. It is strongly recommended that the host club require payment, for late entries, to be in the form of a certified cheque or cash).
 - Refund policy – this is the discretion of the host club except for Tour Selection and Ontario Championships where there are no refunds for any reason.
- registration form
- vendors at meet with any timelines/deadlines for ordering
- directions (map and written)
- accommodation information and map

Registration form must include:

- name of competition
- return address, contact name and numbers
- fees and applicable late fees
- deadline (specifically stating that the completed registration form and a club cheque for the total amount owing must be received by the host club on or before the deadline date. Also note that registration forms received without payment will not be processed)
- refund policy. It is best practice to allow refunds and not to have any fees/charges before the registration deadline.
- space for club name and address
- space for contact person and information

- columns for gymnasts' name, date of birth, GO number, competitive category
- columns for coaches' name, GO number, certification level
- column for amount paid for each participant

REGISTRATION PROCESS:

Level 3-10 Qualifying Invitationals and Invitationals:

- The host club is responsible for all registration and payment
- Hosts may use an Excel form for registration or Beyond the Scores or a combination of both

Tour Selection/Ontario Championships:

- registration forms sent to all clubs by Gymnastics Ontario
- forms and payments are due to the Host club by the deadline communicated in the Call to Meet and registration form.
- Any registrations received by the Host Club after the indicated deadline will be charged a \$25 per athlete late fee.
- Host clubs are responsible for following up on and late registrations and payments

*a sample Call to Meet is provided on the Gymnastics Ontario website.

6. SCHEDULING

Your schedule is one of the most important documents you will create for your competition. It sets the pace for the entire event. It is extremely important to calculate your schedule correctly as a schedule that goes overtime can create unwanted costs and unhappy participants. A summary document has been created to assist you with scheduling. To access it, go to the Competition Hosting section on the WAG page of the Gymnastics Ontario website.

Tour Selection & Ontario Championships:

The schedule is determined by the EM and the WPM.

Level 3-10 Qualifying & Invitational Competitions:

You (the host club) are responsible for the creation of the schedule. Below are several examples of different warm up options as well as methods on how to create your schedule. After deciding that you are going to host a competition, you must calculate how many athletes you can host (dependent on how many days, the length of the days, separate awards area, etc.).

NOTE: For Level 3-10 Qualifying Invitationals the schedule must be sent to the EM for approval no later than 6 weeks prior to the competition and posted on the GO website a minimum of 4 weeks prior to the competition.

Areas of consideration when creating a schedule:

- Type of Competition Format:
 - In OCP format: One full set of equipment, one panel of judges. As each competitive group finishes an event the CCJ will move the gymnast to their next event, provided that the next event is finished and ready to receive the gymnasts.
 - The earliest allowable start time for competition is 8:30am. The latest **allowable** finish time is 7:30pm. The competition schedule must not go past 11 hours.
- Registration

- Usually 30 minutes long. Registration times throughout the day should be scheduled to end approximately 15-30 minutes before the next march in time to allow for a schedule that is running ahead.
- March In
 - Usually 5-15 minutes (this allows for announcements to be made as well).
- General Warm up
 - Usually 15 minutes (but is dependent on the level and type of competition (National or Aspire may require a 20-30 minute warm up).
- Competition (rotations)
 - The earliest allowable competition start time is 8:30am. See sample schedules.
- Awards
 - If awards will be held in a separate area you do not necessarily need to schedule a certain amount of time for awards after each session. If awards are being held on the competition floor, you will need allot time in the schedule for awards. The amount of time required could be between 15 and 45 minutes depending on the number of categories that are in that session.

Creating your event schedule:

Important notes:

- For combined level 3-10 qualifiers, level 1-5 will compete on Friday with level 6-10 on Saturday and/or Sunday.
- Level 1-10 are allowed on the same day, same gym/panel if:
 - Specific days were not assigned in the Bid to Host.
 - This means that level 9 (or higher) judges will be assigned to the panel for the entire day, regardless of level.
 - If specific days were assigned in the Bid to Host:
 - Example: level 1-5 on Saturday
 - One level 9 (or higher) judge will be assigned with one level 1-5 judge on each event for the entire day.
 - Example level 6+ on Sunday
 - All level 9 (or higher) judges will be assigned to the entire panel for the entire day.

All qualifying competition schedules must be sent to the EM for approval no later than 6 weeks before the event and posted on the GO website a minimum of 4 weeks prior to the competition.

Creating your sessions (grouping the athletes):

- a) The first step to setting your schedule is dividing the gymnasts into their competitive sessions. Items to take into consideration for determining the levels in each session are:
 - Gymnasts competing in the same level should always be kept in one competitive session.
 - Whenever possible the number of competitive levels in each session of competition should be kept to a minimum.
 - It is important to keep similar levels in the same session whenever possible (all level 1 or all level 1 with some level 2) as their warm up times and equipment needs are similar (i.e. vaulting to stacked mats).
 - Level 1-3 athletes should not be scheduled in the same session with level 4+ athletes.

Level 1-3 athletes use stacked mats to vault whereas level 4+ athletes use the table to vault (exception – level 6/7).

- Compulsory athletes should not be mixed in the same session as optional athletes unless two sets of equipment are being used.
 - Xcel athletes should not be mixed in the same session as compulsory or optional athletes unless two sets of equipment are being used.
- b) Decide how many sessions you would like to have in a day. Some schedules will have 3 large sessions, others might have 4-6 smaller sessions. The largest session should be placed first thing in the morning with smaller sessions following in descending order.
 - c) The next step is determining the number of rotations per session. The traditional number is 4 and sometimes 5 if a rest station is needed (though discouraged).
 - d) Gymnasts from the same club should be kept in the same rotating group. An exception would be when there is more than one level in a session. If there is more than one level in the session, grouping the same level together takes priority over keeping the club together.
 - e) The gymnasts should be divided into similar size groups over the competitive rotations to prevent loss of time waiting for one group at the end of each rotation.
 - f) Occasionally, a rest station is required in the schedule so that 5 rotating groups may compete in one session. This can be considered for groups of 37 or more gymnasts. This option should also be used when the numbers in each competing level can be better divided over 5 rotations than 4 rotations. If you decide to use 5 rotations, be sure that there is an area where the gymnasts will be able to stretch and do basic skills while waiting. The rest station traditionally occurs after bars and before beam.
 - g) No more than 40 athletes are to be scheduled during one session.

For all competitions, groups rotate in Olympic order. The Olympic rotation order is Vault, Bars, Beam and Floor. If there is a rest rotation it traditionally follows bars so that the athletes may prepare for beam.

Ontario sets the age determination date of December 31 of the year that Ontario Championships will occur. To eliminate confusion, the age categories are now named as the year of birth as opposed to “age 9”.

Session Example #1 (4 rotations):

Category: Level 5 (2008) – 35 athletes	
Divide the number of athletes into 4 groups	
Group 1 (vault)	9 athletes
Group 2 (bars)	9 athletes
Group 3 (beam)	9 athletes
Group 4 (floor)	8 athletes

It is often best to have the smallest group start on vault or beam. Beam and vault tend to be the longest rotations.

Session Example #1 (5 rotations):

Categories: Level 2 (2010) (30 athletes) Level 3 (2009) (10 athletes) 40 athletes total
--

Divide the number of athletes into 5 groups	
Group 1 (vault)	8 athletes
Group 2 (bars)	8 athletes
Group 3 (rest)	8 athletes
Group 4 (beam)	8 athletes
Group 5 (floor)	8 athletes

Calculating Warm-Up and Competition Times and Finalizing the Schedule:

In Women's Artistic Gymnastics, The OCP Warm Up format is used.

This is the traditional format where the athletes march in, participate in their general warm up and then warm up and compete on each event. The athletes move to the next rotation as soon as they are done their event, provided the event they are moving to has finished.

Guidelines for schedule setting are outlined below and can also be found in the Women's Technical Rules and Regulations document.

No alterations to the warm-up options are permitted, unless approved in advance by WTC.

Modifications must be noted in the Bid to Host document. If modifications are necessary after the host has received sanctioning, they must resubmit the Bid to Host with the changes and wait for possible approval before publishing any changes. Any alterations must be included in the Call to Meet.

Please reference the Technical Rules and Regulations in the WAG section of the Gymnastics Ontario website for details regarding the warm up formats.

Team Ontario Selection Events and Ontario Championships:

- The schedule is created by the EM. The host club may request schedule consideration from the EM. The final schedule is given to the WPM and Judging Chairperson for approval and distribution.

Additional Notes (regarding scheduling an invitational and/or qualifying invitational):

- Track registrations as they come in, keeps tabs on numbers and confirm with club if they have been accepted or not. Level 10 sessions are often not full, so consideration for these athletes to register even if rest of meet is full should be given.
- When preparing the schedule, if the athletes registered in a single category are all from the same club, the club should be called and notified. The coach should be given the option to either change the athlete's category (within the GO guidelines) or receive a refund.
- If the competitive sessions are large and time is limited, it is recommended that the awards ceremony be held in a separate area from the competition. This will allow for the gymnasts in the next session to warm-up immediately when the previous session ends.
- Maximum number of athletes for all competitions: Where a single set of equipment is used, the maximum number of competitors per rotation/group is 10 (to a max of 40 per Session).
- Athletes from the same club will not be scheduled to compete on more than 2 apparatus at a time. Exception: In sessions where 2 or more levels are competing at the same time, athletes will not be scheduled to compete on more than 3 apparatus at a time.
- One-day schedules for events with less than 80 competitors, must use a minimum two session format.
- Different warm-up options are allowed for invitationals (i.e. Modified Capitol Cup) but must be stated in the Bid to Host application and approved by GO and then indicated in the Call to Meet.
- Be sure to check the warm up and routine times for all levels. The timing regulations for a level 2 routine are very different from a level 9 routine. This will have a major impact on your

schedule.

- Breaks for Judges:
 - Meet Directors should send their schedules to the CCJ to review before it is sent out (invitationals only). This will assist the clubs. It is not the intention that the CCJ has final say on the schedule but more of another set of eyes checking times, etc.
 - more than 4 hours and less than 8 hours - one 30 minute break
 - more than 8 hours - two 30 minute breaks
 - competitions that have many short sessions, there should be 15 minute break in-between rotations, plus the 1/2 hour breaks
 - Sometimes the CCJ will shorten the breaks to move the event along. Sometimes it is necessary but should not become the norm as it can lead to long, exhausting weekends.
- Scheduling formula:
 - # of athletes in a rotation x the allotted athlete time x # of rotations /60 minutes. Always round up. A scheduling summary of time per athlete can be found on the WAG website.

SAMPLE SCHEDULES

OCP Format, 3-session day:

`Your Club` 1 st Annual Gymnastics Competition January 7 & 8, 2017			
Schedule for Saturday, January 7, 2017			
	Session 1 (40 athletes) Level 1 (2008) Level 1 (2007) Level 2 (2008)	Session 2 (37 athletes) Level 2 (2007) Level 2 (2006) Level 2 (2004 & 2005) Level 2 (2002 and older)	Session 3 (31 athletes) Level 2 (2009) Level 2 (2010) Level 3 (2006)
Registration	7:30am-8:00am	9:15am-9:45am	11:30am-12:00pm
March-In	8:00am-8:15am	10:15am-10:30am	12:30pm-1:00pm
Warm-Up	8:15am-8:30am	10:30am-10:45am	1:00pm-1:15pm
Competition	8:30am-10:15am	10:45am-12:30pm	1:15pm-2:45pm
Awards	To follow in awards area	To follow in awards area	To follow in awards area

Competition time has been calculated using the following formula:

- For Session 1
 - 4 rotations, 10 athletes per rotation
 - Level 1 and 2 athletes get 1 minute to warm up. A routine will be a maximum of 45 seconds (floor) and will take approximately 30 seconds to judge. Therefore the time allotted per athlete (level 1 & 2) will be 2 minutes and 30 seconds.
 - 10 athletes in a rotation multiplied by 2.5 minutes per athlete is 25 minutes per rotation
 - 4 rotations multiplied by 25 minutes each is a competition time of 100 minutes. Divide 100 minutes by 60 (to figure out how many hours your session will be) and you get 1.67 hours. Round up to 1.75 hours for the competition time.
- For Session 2
 - Registration time is scheduled to finish ½ an hour before the March-In time is to begin
 - March-In time is based on when the awards finish
 - 4 rotations, 10 athletes in one rotation, 9 athletes in 3 rotations. Must use the number

- of athletes in the largest rotation when doing your calculations (10)
- Level 2 athletes - 1 minute warm up. Routine - maximum of 45 seconds (floor) and approximately 30 seconds to judge. Therefore the time allotted per athlete will be 2 minutes and 30 seconds.
- 10 athletes in the largest rotation multiplied by 2.5 minutes per athlete is 25 minutes per rotation
- 4 rotations multiplied by 25 minutes each is a competition time of 100 minutes. Divide 100 minutes by 60 (to figure out how many hours your session will be) and you get 1.67 hours. Round up to 1.75 hours for the competition time.
- For Session 3
 - Registration time is scheduled to finish ½ an hour before the March-In time is to begin
 - March-In time is based on when the awards finish
 - 4 rotations, 8 athletes in 3 rotations, 7 athletes in 1 rotation. Must use the number of athletes in the largest rotation when doing your calculations (8)
 - Level 3 athletes - 1 minute warm up. Routine - maximum of 55 seconds (beam and floor) and 1 minute or less to judge. Therefore the time allotted per athlete will be 2.5 minutes.
 - 8 athletes in the largest rotation multiplied by 2.5 minutes per athlete is 20 minutes per rotation
 - 4 rotations multiplied by 20 minutes each is a competition time of 80 minutes. 80 minutes divided by 60 minutes is 1.3 hours. You can round down to 1.25 hours or round up to 1.5 hours (1 hour and 30 minutes).

OCP Format, 4-session day:

`Your Club` 1 st Annual Gymnastics Competition, January 11 & 12, 2014				
Schedule for Saturday, January 11, 2014				
	Session 1 (36 athletes) Level 6 (2008) Level 6 age (2007)	Session 2 (36 athletes) Level 6 (2006) Level 6 (2005)	Session 3 (32 athletes) Level 7 (2004) Level 7 (2002 and older)	Session 4 (28 athletes) Level 8 (2003 and older)
Registration	7:30am-8:00am	9:50am-10:20am	12:35pm-1:05pm	3:20pm-3:50pm
March-In	8:00am-8:15am	10:50am-11:00am	1:35pm-1:45pm	4:20pm-4:30pm
Warm-Up	8:15am-8:30am	11:00am-11:15am	1:45pm-2:00pm	4:30pm-4:45pm
Competition	8:30am-10:45am	11:15am-1:30pm	2:00pm-4:15pm	4:45pm-7:00pm
Awards	To follow	To follow	To follow	To follow

Competition time has been calculated using the following formula:

- For Session 1
 - 4 rotations, 9 athletes per rotation
 - Level 6 athletes get 1.5 minutes to warm up (bars), 1.25 minutes per routine and up to 1 minute to judge. This adds to 3 minutes and 30 seconds per athlete.
 - 9 athletes in a rotation multiplied by 3.5 minutes per athlete is approximately 31.5 minutes per rotation
 - 4 rotations multiplied by 31.5 minutes each is a total of 126 minutes. Divided by 60 minutes results in a competition time of 2.1 hours (round up to 2 hours and 15 minutes).
- For Session 2
 - Registration time is scheduled to finish ½ an hour before the March-In time is to begin
 - March-In time is based on when the competition finishes as awards are in a separate area.

Generally you allow 5 minutes in between competition finish time and the next session March In unless you have a very experienced floor manager.

- 4 rotations, 9 athletes per rotation in the largest rotation
- Level 6 athletes get 1.5 minutes to warm up (bars), 1.25 minutes per routine (beam and floor) and up to 1 minute to judge. This adds to approximately 3 minutes and 30 seconds per athlete.
- 9 athletes in a rotation multiplied by 3.5 minutes per athlete is approximately 31.5 minutes per rotation
- 4 rotations multiplied by 31.5 minutes each is a total of 126 minutes. Divided by 60 minutes results in a competition time of 2.1 hours (round up to 2 hours and 15 minutes).
- For Session 3
 - Registration time is scheduled to finish ½ an hour before the March-In time is to begin
 - March-In time is based on when the competition finishes as awards are in a separate area
 - 4 rotations, 8 athletes per rotation
 - Level 7 athletes get 1.5 minutes to warm up (bars), 1.5 minutes per routine (beam and floor) and approximately 1 minute to judge. This adds to 4 minutes per athlete.
 - 8 athletes in a rotation multiplied by 4 minutes per athlete is 32 minutes per rotation
 - 4 rotations multiplied by 32 minutes is a competition time of 128 minutes. Divided by 60 minutes is 2.13 hours. The competition time should be 2 hours and 15 minutes.
- For Session 4
 - Registration time is scheduled to finish ½ an hour before the March-In time is to begin
 - March-In time is based on when the competition finishes as awards are in a separate area
 - 4 rotations, 7 athletes per rotation
 - Level 8 athletes get 2 minutes to warm up, 1.5 minutes per routine (beam and floor) and approximately 1 minute to judge. This adds to approximately 4.5 minutes per athlete.
 - 7 athletes in a rotation multiplied by 4.5 per athlete is approximately 31.5 minutes per rotation. 31.5 minutes x 4 rotations is 126 minutes. Divided by 60 minutes is 2.1 hours. Round to 2 hours and 15 minutes for the competition.

7. ATHLETE DRAW/START ORDER

For Invitational and Qualifying Invitational Competitions:

- The host club is responsible for creating the athlete draw. Please follow the guidelines in the WAG Technical Rules and Regulations.

For Team Ontario Selection Events and Ontario Championships:

- Athlete draw and rotation are the responsibility of the Events Manager and WPM (through Beyond the Scores). The draft athlete draw will be completed 1 week prior to the competition start date. Host clubs must provide a list of changes and withdrawals to the WPM 3 days prior to the competition for changes to be made to the final athlete draw. The final athlete draw will be completed and distributed 2 days prior to the event date. The athlete draw is subject to change up to the competition time in consultation with the CCJ.

Creating the athlete draw for your competition:

- Now that you have created your schedule and group rotations, you need to determine which athletes/clubs are rotating together and the event that they will start competition on.
- You may allow the scoring system to do a random draw for you or you may select which clubs and athletes will rotate together based on the number of athletes in the session to make the

competition flow efficiently.

- It is important to keep specific levels together in a rotation. If your session has more than one level in it, you need to make it a priority not to mix levels within a rotation. Only do so if there is no other option.
- When there is more than one level in a session, keeping clubs together in a rotation is not a priority of the athlete draw.
- At this point you will have determined the number of athletes in each rotation. It is now time to look at the clubs/athletes that are participating in each session. You can create a list of the athletes and then randomly select which clubs are starting on vault, bars, beam and floor. Be sure that it is not always alphabetical (some programs might continually list athletes alphabetically by club). Once you have placed athletes into the 4 groups, check that the rotation group numbers work out to what you originally had planned. If not, this is where you may need to move athletes around to make the group numbers work properly.
- To make it easier, use the default option of creating squads in BTS. It will automatically group the athletes by club. After doing so, look over the squads (rotations) to be sure they have an equal number of athletes in each group. If one group is much larger than another you will need to move athletes around to balance the rotations.
- See the Beyond the Scores manual on the Gymnastics Ontario website (go to the WAG discipline page, then Competition Hosting).

Competitive order:

- For team/club competitions where a random draw is NOT used, the competitive order within each group changes from one rotation to the next by dropping the first team up on one event to the end of the line-up for the next event.
- In most competitions (invitationals and qualifiers) the draw is random by club. Athletes should be arranged by club within the rotation (unless there is more than one level in the rotation). The competitive order within each group changes from one rotation to the next by dropping:
 - the first club up on one event to the end of the line-up for the next event
- If it is an individual competition (Tour Selection and Ontario Championships) the draw is random by club. The athletes will not necessarily be arranged by club. The competitive order within each group changes from one rotation to the next by dropping:
 - the first gymnast up on one event to the end of the line-up for the next event if the group consists of 7 or fewer gymnasts
 - the first two gymnasts up on one event to the end of the line-up for the next event if the group consists of 8 or more gymnasts.
- The order of the gymnasts within each team is determined by the team coach (exception: Team Ontario Selection and Ontario Championships).
 - The same gymnast or team should not go first on more than one event, where possible.
 - Changes to the athlete draw should only be made to even our very unbalanced groups due to scratches. The change must be made by CCJ and MD.

8. THE JUDGES

The length of the competition for the purpose of judges' honoraria is calculated based on the start of the scheduled meeting time and includes a 15 minute buffer (after the last athlete finishes).

- i) The judge's meeting will be scheduled to begin thirty (30) minutes prior to the start of the

specific warm-up scheduled time (apparatus warm up). The judge's honorarium time will begin at the start of the meeting time.

- ii) The conclusion of the judge's honorarium is the scheduled end time of the competition.
- iii) If the last competitor were to compete their routine more than fifteen (15) minutes after the competition's scheduled competition time the judge's shall be entitled to an additional honorarium of no less than one half hour for each thirty minute period that the event exceeds the scheduled competition time, regardless of the circumstances.

*****NEW FOR 2019-2020 – The Role of the CCJ:**

- All CCJ are assigned by GO
- CCJ's will be assigned competitions late summer/early fall. They will contact the Meet Director once they have received their assignments by the GO Judging Program Assistant.
- Unless you (the host club) states otherwise, the CCJ will assume the responsibility of acquiring the judges for the competitions they have been assigned to.
- The CCJ is responsible for all correspondence with judges assigned to the competition.
- The CCJ will be responsible to assigning judges to each event
- The CCJ is responsible for ensuring the correct level of judges are assigned to the competition.
- The CCJ will now claim on their honorariums \$100.00 per day per competition
- If there are 2 CCJ assigned (2 sets of equipment) each CCJ will receive the additional payment for the days they are the CCJ.
- If there is more than one CCJ assigned to a weekend (i.e. one CCJ on Friday, one CCJ on Saturday and a different CCJ on Sunday, each CCJ will receive the additional payment for the day they are the CCJ. These people should work cooperatively together. For example, one person acquires judges for the entire weekend, the other CCJ can assist by doing communications with all judges, meet director etc.
- The club has the option of getting their own judges for their competitions. They can request judges or leave it to the CCJ. Whether or not the clubs secure the judges, the CCJ will still claim the \$100.00 per day.

Securing Judges:

- The GO Judging Program Assistant will assign judges to all GO Selection Events and Ontario Championships. A copy of judging panels (including name, city of residence, phone number, judging level and honorarium and accommodation requirements for each judge) will be sent to each Meet Director as they are completed. For Selection Events and Ontario Championships, 3 judges per panel plus a CCJ must be assigned. **CCJs assigned for GO Selection competitions and Championships are not eligible for the additional honorarium.**
- All judges must be GO certified. For securing judges/assessors please refer to the WAG Technical Rules & Regulations Section I (i.ii) and Section G.
- For qualifiers and invitationals a minimum of 2 judges per panel plus a CCJ must be assigned.
- GO sanctioned competitions will receive a list of GO judges from the GO office in early fall of that competitive season. The number of judges per panel at invitational events must be in accordance with the current Women's Technical Rules and Regulations (minimum of 2 GO rated judges per panel of which 1 must have OCP L1-9 & OCP L1-10 or Brevet rating).
- Please familiarize yourself with the Judging Professional Guidelines found at <http://www.gymnasticsontario.ca/wp-content/uploads/2014/12/Section-G-Professional-and->

[Operational-Guidelines-for-WAG-Officials-August-2017.pdf](#)

- If you designated specific levels to be scheduled on specific days in your Bid to Host application, the following will occur:
 - Days designated as level 1-5 only will have one level 9 (or higher) judge and one level 1-5 judge (or higher) assigned on each event.
 - Days designated as Xcel will have one level 9 (or higher) and one Xcel judge (or higher) assigned on each event
 - Days designated as level 6-10 will have two level 9 (or higher) judges assigned on each event.
 - If no designation was provided, two level 9 (or higher) judges will be assigned on each event.
 - If there is a day within your event that has ONLY invitational categories (i.e Xcel, L 1 and L2) the host will be responsible for acquiring judges for that event.

- For Invitational Competitions that are NOT Level 3-5 Qualifiers, the host club is responsible for all aspects of obtaining and securing judges.
 - The CCJ is NOT responsible for acquiring judges.
 - The Meet Director may request that the GO Judging Program Assistant send out an email on their behalf inviting judges to their competition to which they will be instructed to reply directly to the Meet Director with their availability.
 - The Meet Director must be familiar with the expected judging requirements for each competitive level (i.e. a compulsory level 1-5 judge may not judge level 6+).
 - Once you receive sanctioning for your event, you should secure and name a CCJ. The CCJ list can be obtained from the WAG Program Manager. Do not wait, a CCJ can assist you in securing judges for your event (saves the meet director, time and hassle). If you cannot secure a CCJ please contact the WAG Judging Assistant cowlvr@cogeco.ca who will send an email to judges on your behalf asking judges to reply directly to meet directors with their availability.
 - If you book your own judges, be sure that you are aware where they are traveling from. You do not want to deal with hotel request the week of your scheduled event. A judge traveling more than 100km one way is entitled to a hotel room. Some judges may not require a hotel room due to their own arrangements – be sure to find out in advance.
 - You must have a floating CCJ (not judging on a panel) on the first day of your event. Most clubs book a floating CCJ for the entire weekend. This helps if for some reason a judge is ill or cannot make it, the CCJ can then take their place on a panel. A floating CCJ will assist you with keeping the event on track and running efficiently.
 - After a judge agrees to take part in your event, please send out an email to these judges informing them that you have scheduled them to judge your event. If you leave this too long they will assume you do not require them and will sign up for another event. You can ask your CCJ to assist you with this. If a judge contacts you after confirmation has been sent and they want to inform you that they are no longer available, please tell these judges they must contact the CCJ. It is the judges' responsibility to find someone to take his/her place (same level or higher).
 - You must inform the judges in advance if you are altering the competition format in any way (i.e.: using Capitol Cup format) If your modification is approved by GO, judges must have the choice to judge this format before they sign up for your event.
 - The CCJ can assist the Meet Director in assigning the judging panels to ensure the correct level of judges are assigned for the level of competition.

- The CCJ is required to inform the WPM by the end of November if the competition they are CCJ for does not have full panels assigned as per the requirements.

Judges Level System:

Level of Judge	GO Sanctioned Competitions				
	Compulsory Level 1-5	Excel Bronze, Silver & Gold	JO Optional L-6-9	JO 10	National
JO L5	✓	Not eligible	Not eligible	Not eligible	Not eligible
Xcel	✓	✓	Not eligible	Not eligible	Not eligible
JO L9	✓	✓	✓	Can be the 2 nd judge if needed	Not eligible
JO L10	✓	✓	✓	✓	Can be the 2 nd judge if needed
JOL10N	✓	✓	✓	✓	Can be the 2 nd judge if needed
HP	✓	✓	✓	✓	✓
Brevet	✓	✓	✓	✓	✓

Assignments for competitions:

- Compulsory Level 1-5:
Must have one Level 9 Judge or higher, second judge must be JO L5 or higher.
- Xcel- Bronze Silver, Gold:
One JOL9 judge or higher, second judge must be Xcel or higher.
- Optional L 6-10:
Two JOL9 Judges or higher (for Level 10 portion min of one JOL10 or higher)
- National Levels:
Two Judges HP or Brevet (can use JO10N if needed)

Judges' Packages and Information:

- Prior to the competition (minimum 2 weeks prior), each judge will receive a package which must include:
 - a copy of the Call-to-Meet
 - competition venue name, address, directions and map (as provided by the Meet Director)
 - competition schedule and judges' meeting times and assignments
 - accommodation information (directions and map as received from the Meet Director)
 - rooming list for judges requiring accommodation
 - a list of all attending judges and the days they are judging on to ensure that the judges will carpool whenever possible, saving your club money
- For Level 3-10 Qualifiers/Team Ontario Selection/Ontario Championships:
 - The rooming list will be prepared by the Judging Program Assistant. The Meet Director is responsible for booking all necessary hotel rooms and arranging for payment of rooms with the hotel. Hosts are responsible for all judging accommodation costs.

- For Invitational competitions:
 - the Meet director is responsible for securing the CCJ and Judges
 - the Meet Director and CCJ can work together to secure the rest of the judges
 - the Meet Director is responsible for making the rooming list, booking and paying for all applicable hotel rooms
 - the judges' packages will be circulated by the host club

- On-site, each judge should receive a package which includes:
 - updated schedule and competition order
 - invitation to applicable social events
 - expense form to be approved by the Competition Chief Judge
 - score sheets for the event they are judging (if using manual scoring)
 - judging chits (if using manual scoring)

Judges' Meeting Room:

- The judges' meeting room must be available to judges at least 30 minutes prior to the start of the first competition until 5 minutes after the completion of the last competition and be able to accommodate the amount of judges you are hosting at your competition.

Judges' Expenses:

- Each host club is responsible for payment of the judges as follows:
 - as per the Gymnastics Ontario judges' honorarium and mileage policy.
 - Judges' honorarium and expense reimbursement cheques must be delivered to the Competition Chief Judge prior to the end of the final rotation for distribution to all judges.

Inquiries and Protests:

- All protests will be directed to the Competition Chief Judge, as per Women's Technical Rules and Regulations.
- Protests must be based on the D Score/Start Value (content) and E Score (composition) only.
 - All written protests and fees must be submitted to the Competition Chief Judge within 15 minutes after the last athlete competes in that rotation. All written protests and fees must be submitted to the Competition Chief Judge within 15 minutes after the last athlete competes in that rotation. For OCP format, the 15 minutes begins when the last athlete has competed in the group that contains the gymnast for whom the coach is submitting a petition.
- The D1 will consult with the Panel and the Competition Chief Judge. The fee will be returned only if the protest is accepted.
- The Protest fee is \$30.
- There are no protests at Level 3-5 qualifiers or Level 3-6 Ontario Championships.
- Often, invitational events do not allow protests to maintain a friendly atmosphere. Protests are typically for Selection Events.
- *****NEW FOR 2019-2020:** all qualifying events are required to provide coaches with an "Athlete Score Card". This card is required for each athlete. Coaches fill these cards out and give them to the judges to provide the scores for the athletes.

9. SCORING

Score sheets (to be used as backup when score system is not working or when manual scoring is used):

- An event score sheet must be prepared for each competing group (i.e. each competing group will have 4 score sheets; one each for vault, bars, beam and floor)
- Gymnasts' names must be entered on the score sheets in advance by the chief scorer
- The athletes' order should be entered in advance for Ontario Championships and Team Ontario Selection Events. For provincial qualifiers, athletes are listed and the order is submitted by the coaches on-site with the Event D1 Judge.
- If using an electronic scoring system with key pads Host Clubs should be prepared to enable settings for 4 judges (Selection Events and Ontario Championships) or 2 for Qualifiers/Invitationals. A back-up plan should be in place in case the computer scoring system goes down.
- Judges' Chits
 - Not commonly used anymore as most events are electronic scoring. However, if manual scoring is needed, or judges are not seated together, chits and a runner may be required in order to get the score to the D1 judge. If your competition will require this, sample chits and their procedure can be obtained by the WPM or EM.

Final print-out:

- For all GO Women's Artistic Events, the final print-out for each competitive category must include:
 - Name and date of the event
 - Name of the competitive category
 - Athletes' names and numbers
 - Athletes' clubs
 - Athletes' scores and placings on each event
 - Athletes' all-around scores and placings
 - Athlete D Score/Start Value
- Athletes must be listed on the final print-out in the order of their all-around ranking.
- After each rotation (at Team Ontario Selection Events/Ontario Championships) a printout by event/rotation should be posted for coaches to verify athlete scores.
- A copy of the results must be posted immediately following the competition in the gym for coaches to verify scores. Coaches should receive a copy of results prior to the awards ceremony.
- A Final print-out should not be distributed to spectators until after the awards ceremony for all GO Events. **There is no flashing or public distribution of results for all 7 & 8 year old categories.** Only participating coaches should receive the results of the 7 & 8 year olds. For all other levels, the green alternative to printing hardcopies of score sheets is to notify parents that score sheets (for age 9+) will be available on either the GO website/the host club website.

Information for flashing scores:

Athlete Levels	Ages	Scoring/ Flashing Scores
All Levels	Age 7 & 8	Ages 7 and 8 No flashing/displaying of scores. Competition results for 7 and 8 year olds are to be available for coaches ONLY.
Levels 1-10	Ages 9 and older	The Start Value (SV) and Final Scores may be flashed for each apparatus.

For all Gymnastics Ontario events and qualifiers, hosts are required to use the online Beyond the Scores

system. For more information please obtain the Beyond the Scores manual found on the Gymnastics Ontario website.

10. AWARDS

For the appropriate awards to be given for each level please see the WAG section of the Technical Rules & Regulations on the GO website.

It is recommended that whenever possible you have a separate awards area so as not to have any issues with the schedule being held up.

To calculate the WAG awards:

- 5 x the number of age categories/levels
- 5 represents Vault, Bars, Beam, Floor and All Around
- If you have 20 age categories x 5 = 100. Therefore you need 100 of each place (100 1st, 100 2nd, etc.)
- This is the MINIMUM amount needed if there are no ties
- To account for ties, multiply the amount by 15%, 20%, 25% (the amount of buffer you would like). Lower level categories will have more ties.
- If we use 20% as the overage, then you would need 120 of each place