

Section I: Men`s Artistic

MEN'S ARTISTIC COMPETITIONS

The following information should be used **in conjunction with the most current copy of the GO Men's Artistic Technical Rules and Regulations** (available at <http://www.gymnasticsontario.ca>), the GCG Provincial and Elite pathways documents (www.gymcan.org) 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 (Men's Program Manager (MPM)).

CATEGORIES OF COMPETITIONS

Invitational

- A Bid to Host application must be completed in order to receive sanctioning for an invitational
- Gymnastics Ontario Interclub Rules must be adhered to in order to receive sanctioning.
- May include all Ontario and GCG Levels; Level 1-5, Elite 3 & 4, Open, Junior and Senior
- 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, no special awards for 7 year olds, etc.). If you have a unique situation different than those stipulated in the Men's Technical Rules and Regulations it must be clearly defined and sent in along with the Bid to Host application for approval.

Team Ontario/Tour Selection Meets

- The annual Team Ontario Selection Meet is open for bids every year
- A Bid to Host application must be completed in order to be considered as a host
- Categories Level 3-5 minimum, Elite 3, Elite 4, Open, Junior, and Senior

Ontario Championships

- Ontario Championships is open for bids every year
- A Bid to Host application must be completed in order to be considered as a host

National

- Any competitions hosting Open, Junior, and Senior categories is considered a National Competition
- Competition rules and equipment specifications must be clearly defined and sent in along with the sanction request form.
- GCG standards will be followed. Any deviations must be included in the Bid to Host and approved by the Gymnastics Ontario.

International

- Any competitions 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 Sanction application. This form must be completed and sent to the GO office accompanied by the GCG sanction Form H (which is separate from the GO sanction application) with payment made to Gymnastics Canada (this is a separate fee from the GO Sanction Fee).

Numbers of competitions on any given weekend:

The number of meets 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
- A maximum of four events per weekend will be sanctioned
- Four GTA Invitational (single set of equipment)
- Three GTA Invitationals and one out of OR two GTA Invitational and two out of GTA

VOLUNTEER RESPONSIBILITIES

The Meet Director can only ensure the smooth operation and coordination of the competition when he/she has 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	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
Sending the Call to Meet to all applicable clubs for Invitational competitions and to the MPM to post on the Gymnastics Ontario website	In consultation with the MPM in creating the Call to meet for review and posting
Collecting all registrations and payments	
Athlete and Coaching Verification Lists – a list of coaches (full name, NCCP#, GO #) and athletes (full name and GO #) must be sent to the MPM a minimum of 2 weeks prior to your invitational for verification	List of athletes and coaches is already submitted to GO as part of the registration process
Setting the competition schedule for Invitational competitions	Providing input/requests for consideration with the competition schedule provided by the MPC
Acting as liaison to the GO MPM	
Recruiting and assisting in the training of the volunteers needed to run the competition	
Determining competitive order by draw for each category	Gymnastics Ontario determines the athlete draw
Assisting with Coaches Meeting (should be held by CCJ in conjunction with Meet Director - at least 1st session of each competition day)	
Resolving problems, in consultation with the Competition Chief Judge, the Men's Technical Committee and/or the GO MPM	
Emailing a full set of results (if Beyond the Scores is not used) and a competition report to the GO office (attention: MPM) within two (2) weeks of the competition	Emailing a competition report and financial summary to the GO office (attention: MPM & EM) within 30 days of the competition
Receiving and submitting payment of GO invoice (if applicable – i.e.: rental of scoring equipment)	Receiving and submitting payment of GO invoice (i.e.: athlete sanction fee, scoring rental, awards)
Acquiring properly certified (as per GO regulations) medical personnel	

Floor Manager is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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	

Hosting Coordinator (Judges and Coaches) is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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)	
Recruiting volunteers to help with hosting	
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 (refer to the Judging Policies section of the most current copy of the GO Men's Artistic Technical Rules and Regulations)	
Ensuring that the Judges' tables are checked at the end of each rotation, garbage is removed, score flash cards are in place 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	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
Leading the groups from event to event	
Leading the groups for march-in and awards	

Chief Scorer is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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)	
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 MPC for determining the team and notifying the coaches prior to distribution
Distributing or posting results for all categories to clubs. Scores for Ages under 8 are not to be distributed as athletes are not ranked.	
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 • Start Value/D score, Execution/E score and final score on each event • Overall score and rank 	

Assistant Scorer is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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 (Proscore, Beyond the Scores) the assistant will help the Chief Scorer wherever deemed necessary	

Event Scorers (one per event – if not using Beyond the Scores) are:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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 – if not using Beyond the Scores) are responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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 that there is no flashing of scores for any under 8 year old categories	

Runners (one per event – if not using Beyond the Scores) are responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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	

Timer is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
Timing warm-ups for all six events; warm-up times are listed in the Men's Technical Rules and Regulations	
It is <i>recommended</i> that timers be at least 12 years of age	

Registrar is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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.	
Ensuring all participating coaches are properly certified. Coaches are required to show their NCCP card and/or Coaching ID accreditation to be allowed floor access.	

Awards Coordinator is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
Securing results from the Chief Scorer	
Preparing the awards for distribution (awards tray)	
Coordinating the Awards Presentation, creating	Coordinating the Awards Presentation,

script	creating script (in consultation with the MPM). This is generally for Team Ontario/Tour Selection and Ontario Championships
Work with announcer and instruct on award 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 is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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, etc.)	
Announcing general information to spectators	
Providing music as required for march-in, warm-up, breaks and award ceremonies	
Providing music as required for march-in, warm-up, breaks and award ceremonies	
Announcing award winners	

Equipment Team Coordinator is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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
Coordinating with the Floor Manager 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 MPM, in consultation with the Men’s Technical Rules and Regulations.	

Admissions Coordinator is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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 Coordinator is responsible for:

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
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 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.	

COMPETITION VENUE

Facility:

When selecting the venue for a competition the following must be taken into consideration:

- level of competition
- ability to meet the FIG minimum standards. Please refer to the most current copy of the GO Men's Artistic Technical Rules and Regulations and the current FIG Code of Points for equipment requirements. If there is an unusual competitive floor plan, it must be approved by the MTC Chairperson.
- availability of the gym for equipment delivery and pre-meet preparation
- athlete change rooms
- adequate washroom facilities (both men's and women's)
- judges and coaches meeting rooms
- adequate and accessible parking
- cafeteria/concessions
- availability of all necessary tables, chairs, benches, etc.
- availability of computers, photocopier, etc.
- adequate seating for spectators (approximately two times the number of athletes in the largest competition flight)

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 coordinator 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 that the majority of the set-up be done the day or night before the meet. This will allow the Chairman of the Competition Jury, 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 easily 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 complete floor plan must be prepared by the Meet Director and the Floor Manager and submitted with the Bid to Host. Factors to consider when designing the Floor Plan include:

- size of facility (take note of columns, entrance ways, power outlets)
- apparatus and mat dimensions, as well as mount and dismount requirements
- placement of existing floor plates (note that if using a school facility it is important to check that bar anchors are correctly installed and are not varnished shut)
- placement of judges' tables; required sight lines
- 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
- lighting (ensure that outside sunlight will not cause glare for athletes or judges) and ventilation
- power outlets - music/announcing/scoring
- visibility for spectators
- existing fixtures (permanent) - windows, posts, etc.
- a separate table and chairs must be set up for the purpose of announcing competitive order, rotations and awards, playing march-in music and warm-up music
- position the Chairman of the Competition Juries table in a central but secluded area where the view of the competitive area is unobstructed and easily accessible to officials
- position the event judges' tables as far away from spectators and competitor traffic as possible but where the view of the competitive area is unobstructed. Also be careful not to position tables so that they interfere with the gymnasts' mounts and/or dismounts. Allow ample distance for falls or poor dismounts.
- scoring area should be as far away as possible from anxious coaches, judges, gymnasts and parents
- unless free standing equipment is being used, it is obvious that the placement of the high bar and rings is the first consideration due to the permanent location of the installed floor sockets. Check carefully existing floor plates in high school gyms for load capacity. If any question exists, free standing equipment is recommended.

- floor should not be close to the wall (to prevent an injury to a gymnast who over-rotates a tumbling pass). If possible, place the competitive floor mat in the middle of the gym.
- placement of the vault runway must be such that there is no traffic interference from spectators or gymnasts on other events (rope/crowd control barriers are recommended)
- ensure that the gymnasts and coaches have one or two specific areas (corrals) to sit, either on benches or chairs. Ensure seating areas are not too close to the apparatus or judges' tables.
- have extra chalk, water spritzer, beat board, mats, tables, chairs, high bar rail, etc. on hand
- set up equipment parallel to the walls whenever possible
- refer to the current Men's Artistic Technical Rules and Regulations for proper equipment height and mat requirements

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

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 competitive category 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, for corrals and/or competitive floor boundaries, is available from GO (priority will be given to higher profile/level competitions as well as ranked according to the date request was submitted, in writing, to GO)

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

EQUIPMENT

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

If the host club's equipment is not adequate, equipment must be obtained 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.

- After the initial set up the following individuals are responsible for ensuring that it is safe:
 - Start of the Day – The Host Club
 - During Warm-Up – The Coach
 - During the Competition – The Coach
- The competitive equipment must be provided in compliance with the GO standards listed in the Men'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)
- MAG equipment specifications are provided in the appendices

Audio:

- a separate table may be set up for the purpose of announcing competitive order, rotations and awards, playing march-in music and warm-up music
- microphone, tuner and/or CD player with speakers
- easy access to power outlet(s)
- table and chairs

Medical:

- refer to the most current copy of the GO Men's Artistic Technical Rules and Regulations as well as the current FIG Code of Points (available at fig-gymnastics.com).
- ice that is readily available
- on-site 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 high bar and ring tower 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.
 - Gymnasts' 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.
 - 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.

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 to the MPM 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
- gymnast eligibility (i.e. competing categories and age groups)
- coach eligibility (i.e. certification level required to gain access to the competitive floor as per GO

regulations)

- Competitive requirements for each category. For Ontario Cups and Invitational competitions, simply stating 'as per GO Technical Rules and Regulations' is sufficient.
- for National Stream events you will need to communicate what levels are being offered and that you are following GCG standards
- Equipment supplier and specifications. This is also where you outline and unique equipment factors for your event (close to wall, pit landing, etc.)
- Specify warmup/competition format. If the equipment set-up, or warm-up format being supplied differs in any way from the GO Technical Rules and Regulations specifications, it must be:
 - Approved by GO well in advance of the competition
 - Published in the Call to Meet
- awards information
- registration information
 - registration fee (refer to the most recent Technical Rules and Regulations)
 - 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).
- registration form
- directions (map and written)
- accommodation information and map

Registration form must include (Invitationals):

- name of competition
- return address, contact name and numbers
- registration fees and applicable late fees
- registration 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 information and dates
- 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

A sample Call to Meet can be found on the Gymnastics Ontario website

SCHEDULING

For Cups, Tour Selection and Ontario Championships:

The MPM will create the competition schedule, taking all of the following into account:

- Always consider the largest rotational group within the flight (athletes in the same competitive category from the same club should be placed within the same rotational group whenever

possible)

- Multiply the number of athletes in the largest rotational group, in all Ontario Cup flights and provincial stream Ontario Championships flights, by 2 minutes (which is the estimated time for an athlete to compete and be judged on each apparatus)
- For all national stream flights multiply the number of athletes in the largest rotational group by 2.5 minutes (thirty seconds for event warm-up and 2 minutes for competition and judging time per competitor)
- Add a general warm-up time
- If running a combined Men's Artistic and Women's Artistic competition, start the men on floor 30 to 60 minutes before the women to avoid warm-up conflicts
- Competitions begin with an open warm-up period of approximately 20 minutes
- All levels except the Open, Junior and Senior categories will have approximately 10 minutes (two touches per athlete) for their apparatus warm-up
- At all provincial stream competitions there is no 30 second warm-up immediately prior to event competition
- Open, Junior and Senior will have a one (1) hour apparatus warm-up and a 30 sec (50 sec on Parallel Bars) "one-touch" warm-up
- The warm-up should be timed and accurate but flexible, taking into account apparatus adjustments
- The competition schedule should be in Olympic order (Floor, Pommels, Rings, Vault, P-Bars, High Bar)

Invitational Competitions:

You (the host club) are responsible for the creation of the schedule. Please be sure to review the recent Technical Rules & Regulations for potential competition formats. If you are unsure of any issues, please contact the GO MPM for assistance.

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.

THE DRAW (Invitationals)

One of the following formats should be used to set up the rotation order for the meet:

A. Draw teams for Olympic Order - six (6) events at a time:

Rotation	Floor	Pommels	Rings	Vault	P-Bars	High Bar
1	BUL	ENG	USA	FRA	JAP	CAN
2	CAN	BUL	ENG	USA	FRA	JAP
3	JAP	CAN	BUL	ENG	USA	FRA
4	FRA	JAP	CAN	BUL	ENG	USA
5	USA	FRA	JAP	CAN	BUL	ENG
6	ENG	USA	FRA	JAP	CAN	BUL

B. If team size is small, the rotation could be as follows, with three (3) events at a time:

Rotation	Floor	Pommels	Rings	Vault	P-Bars	High Bar
1	ENG/USA	FRA/JAP	CAN/BUL			
2		ENG/USA	FRA/JAP	CAN/BUL		
3			ENG/USA	FRA/JAP	CAN/BUL	
4				ENG/USA	FRA/JAP	CAN/BUL
5	CAN/BUL				ENG/USA	FRA/JAP
6	FRA/JAP	CAN/BUL				ENG/USA

Competitive Order - General Guidelines

- Should be followed for the remainder of the competition:
Floor - Pommels - Rings - Vault - Parallel Bars - High Bar

If the numbers are such that Olympic order cannot be followed (i.e. 3 groups of athletes) rotations must be arranged so that the rotations are equally balanced for each group.

Men's 3 group rotation:

Rotation	Floor	Pommels	Rings	Vault	P-Bars	High Bar
1	T1	T2	T3			
2		T1	T2	T3		
3			T1	T2	T3	
4				T1	T2	T3
5	T3				T1	T2
6	T2	T3				T1

JUDGES

Judging Panels & Rooming Lists:

For Ontario Cups and Ontario Championships:

The GO MPM will forward a copy of the approved Call to Meet and tentative schedule to the Men's Judging Coordinator. The MPM will distribute the judging panels provided by the Men's Judging Coordinator, along with the following information, to all judges listed on the panels:

- pertinent information from the Call to Meet
- competition venue address, directions and map
- competition schedule and judges meeting times
- accommodation information (including directions and map received from the host club)
- rooming list for judges needing accommodation

The MAG Judging Coordinator will send the host club a copy of the rooming list and the judging panel(s). The host club is responsible for booking all necessary hotel rooms and for making arrangements with the hotel regarding payment of the judges rooms (see the most current copy of the GO Men's Artistic Technical Rules and Regulations, Judges Policies).

A full men's judging panel for Ontario Cups, selection competitions and Ontario Championships (who all must be certified and assigned by the Judging Coordinator) consists of:

- One (1) Chairman of the Competition Jury
- Two (2) to four (4) Event Judges per event

For Invitational Competitions:

The Meet Director is responsible for acquiring all judges. The Meet Director may contact the MAG Judging Chairperson to obtain a list of eligible judges and then the Meet Director is to contact the judges directly.

Judges Expenses:

The Chairman of the Competition Jury is responsible for collecting the honorarium sheets and submitting them to the Meet Director. By the conclusion of the meet, the Meet Director should deliver all cheques for judges to the Chairman of the Competition Jury for distribution. (Refer to the most current copy of the GO Men's Artistic Technical Rules and Regulations, Judges Policies).

SCORING

Scoring Procedure:

- The final scores determined by the Chief Judge of an Event are checked by the Event Scorers, entered on the event results sheet in pencil and given to the Event Flashers for display.
- The final score is flashed or announced to the competitors and spectators. The flashed score is unofficial but should be correct.
- At the conclusion of each event all event results sheets and judges' slips are forwarded immediately to the tabulation area, where all calculations are checked and scores tabulated for all-round awards and team results. The Chief Scorer is thus responsible for:
 - checking event sheets
 - calculating all-round results
 - calculating team results
 - advising event scorer and Chief Judge of an Event of any errors detected
 - ensuring that scores are posted
 - tabulating event ranking, all-round ranking and team ranking

Protest Procedure:

- Only one coach from a club may ask the Chief Judge of an Event for a clarification of his/her gymnast's score immediately after the score is flashed, but he/she may in no way interfere with the judging of a routine in progress.
- A formal protest must be submitted no later than 15 minutes after the completion of the rotation to the Meet Director (who will give it directly to the Chairman of the Competition Jury of the competition).
- Protests will only be considered on the basis of content (i.e. difficulty, combination, bonus)

AWARDS

Awards for Ontario Cups:

- each Ontario Cup host club may choose the type of medals and ribbons to be presented.
- awards are medals for 1st to 3rd and ribbons for 4th to 8th (up to 6th for Open, Junior, and Senior).
- in the event of a tie, drop placing does NOT occur for Provincial Streams; Levels 1 to 5, Elite 3, and Elite 4.
- awards at Ontario Cups (all provincial stream categories) will be presented to the top athletes in each competitive category.

