

INSTRUCTIONS - FOR CLUB APPLICANT

- 1) Application must be complete for any and all GFA events being hosted in Ontario
- 2) Club applying must be in good standing with Gymnastics Ontario
- 3) Only **FULLY** completed applications will be considered or processed (dates will not be held for incomplete applications)
- 4) In order to be considered for a GFA performance/demo/showcase event, **3 date choices** must be submitted
- 5) If you are applying for more than one event, a separate form must be submitted per event

Any changes must be submitted to and approved by the Gymnastics for All Program Manager.

Completed applications will be considered on a first come, first served basis.

Application Check List:

- Bid to Host document with all completed information – **MUST BE TYPED**, hand written document will not be accepted
- Minimum of 3 choices for date
- Signature (actual, not font/type/text)
- Floor plan (pictures are encouraged)
- Event Directive (Call to Meet)

Please note that the following words **MAY NOT** be used in the name of the invitational, qualifier or cup: Ontario, Provincial, Canadian, Worlds or World, Olympic, National, International, Tour, Championships.

Bid to Host applications must be submitted electronically to the GFA Program Manager at gfa@gymnasticsontario.ca

Section A: Host Club

HOST CLUB INFORMATION	
CLUB NAME	
CLUB ADDRESS	
CLUB PHONE	
EVENT DIRECTOR (S)	
CONTACT EMAIL	
VENUE INFORMATION (if different from the club information above)	
NAME OF VENUE	
ADDRESS	
CITY	
POSTAL CODE	
PHONE	
EMAIL	

Section B: Event Information

Name of Event:	
Requested Date for Event: (MUST have 3 choices in order to be considered)	1 st Choice:
	2 nd Choice:
	3 rd Choice:
Participating ages	

Section C: Facility

FLOOR PLAN	
All applications must attach a proposed floor plan. The plan must include all dimensions to scale and may not be hand drawn . Clubs renting a venue must provide a copy of their signed agreement with this application to be considered.	
We plan to host in our own facility	Yes or No
We plan to rent a facility	Yes or No
Square footage of facility	
Ceiling height before obstructions (lights, beams, etc.)	
Note any unique characteristics of the gym (i.e. close to wall)	
Overall capacity based on Ontario Fire Code	
Number of Fire Exits	
EXTERNAL AREAS	
Number of parking spaces	
Number of spectator seats	
Type of spectator seating (bleachers or chairs)	
Number of washrooms for women	
Number of washrooms for men	

Number of washrooms for athletes/coaches/judges (if different from above)	
Number of change rooms for females	
Number of change rooms for males	
ADDITIONAL AREAS THAT MUST BE AVAILABLE (YES/NO) Please indicate location on floor plan	
Athlete/coach registration area	
Spectator admission area	
Food concession area	
Vendor area	
First Aid area	

Section D: Organizing Committee

ORGANIZING COMMITTEE INFORMATION	
Event Director	
Alternate phone number?	
Has the Event Director attended the GO Meet Director's Course?	Yes or No, if Yes when?
Number of years/events as an Event Director:	
Additional Organizing Committee Members:	

ORGANIZING COMMITTEE EXPERIENCE				
Name	Event	Date of Event	Level of Event	Role

Section E: Medical

An individual with a minimum First Aid Certification is required to be present at the event. A First Aid area is required for ice and a first aid kit.

We will have an individual with a minimum of First Aid Certification present throughout the entire event (check box)

Section F: Equipment

The equipment information below is a guideline, not a requirement. Please be sure to list all available equipment for your event.

EQUIPMENT INFORMATION	
Will you be using your own equipment or renting?	
Who is the equipment manufacturer? Note: Equipment manufacturer needs to be listed on the Event Directive	
Please indicate any equipment anomalies	

EQUIPMENT LIST		
Performance/Demo/Showcase event – indicate equipment available	Amount available	Make/Type/Details
Artistic Floor top – 7 pieces of roll mats (14m x 2m)		
Warm-Up Area (Indicate Size)		
Springboards (range from soft to hard)		
Mini trampoline		
Foam trapezoids or boxes		
Landing mats 3mx2mx20cm		
Assortment of Landing mats 5cm, 10cm, 20cm		
MUSIC		
Type of sound system		
Has the sound system been used at a previous competition?		
Is there a back-up system available?		
What options are you offering for playing music? (CD, mp3, USB key, email, etc.)		
Is this system compatible for mp3 players and usb keys?		
ADDITIONAL EQUIPMENT		
Additional equipment available at Performance/Demo/Showcase Event	Make/Type/Details	

Section G: Signature

Actual signature or electronic signature (not font) is required for all applications:

Signature of Organizing Committee Chair/Event Director: _____

In submitting and signing this request for participant sanction, the club/affiliation's individual or group sanctioned agrees to abide by the rules and regulations of Gymnastics Ontario, Gymnastics Canada and FIG. The club/affiliated individual or group also stands by the information in this document as to being true and correct.

The following are attached:

- Floor plan
- Event Directive

Post Event Document to be sent:

- Meet Director's Report



2021-2022 EVENT – BID TO HOST Gymnastics for All

For G.O. Office Use:

Date Received:		
Invitational Sanction Request Status:		
GO Program Manager Signature :		Date:
GO Events Manager Signature :		Date: