



Meet Directors' Course

2024-2025

Always refer to the Technical Rules & Regulations for your specific discipline. You can find them at www.gymnasticsontario.ca

The Beginning

▶ What kind of event do you plan to host?

▶ GO EVENT

▶ All disciplines except WAG:

- ▶ Cup/Qualifier
- ▶ Team Ontario Selection Meet
- ▶ Ontario Championships
- ▶ Elite Ontario

▶ WAG

- ▶ Team Ontario Selection Meet
- ▶ Ontario Championships

▶ NON-GO MEET

- ▶ WAG Qualifier
- ▶ Invitational
- ▶ ODP
- ▶ Showcase/Demo Event

Specific events have different responsibilities and requirements for hosting.

Determine the size of your meet

- ▶ Small, new meet?
- ▶ How many days?
- ▶ Big, exciting, money maker?
- ▶ First time hosting?
- ▶ For Qualifiers/Cups/Selection Events/Championships:
 - ▶ Size is pre-determined by GO
 - ▶ Slightly different for WAG

The number of gymnasts you can host determines your budget



Steps/Guideline

Establish Committees / Meeting Schedule/Training	Sponsorship & Publicity	Athlete Draw/Starting Order
Venue/Facility	Hospitality	Scoring
Budget	Judges	Awards
Gymnastics Ontario Process	Accommodations	Risk Management
Volunteers	Schedule	Competition day

Committee

- Meet Director
- Co-Meet Director(s)
- Technical
Director/Head Coach
- Sub-Committees



Establish Your Committees



Meetings and training

- ▶ Schedule and timelines
- ▶ MD Course / Manual
- ▶ Scoring Course / Manual



Determine Facility/Venue

At your club?



Or at an outside
facility?



Competition Venue

- If you are hosting outside of your gym be sure to secure venue early!
- Venue must be the appropriate size to host your number of athletes, coaches, judges and spectators
- Must be the appropriate size for all equipment with plenty of space for athletes and coaches to move around
- Parking
- Floor Plan
- Equipment anomalies
- Athlete corral (mandatory for Championships events)
- Area for coaches
- Area for spectators
- Judges' meeting area
- Awards area (separate area mandatory for WAG/MAG Championships)
- Registration and admissions area
- Concessions area
- Area for vendors
- Washrooms for participants and spectators
- Signage
- Medical
- Safety & Security

Budget

- Revenue

- Registration
- Gate
- Sponsorship
- Vendors
- Concessions
- Program
- Advertising
- Draws/raffles

- Expenses

- Facility
- Equipment
- Judges
- Awards
- Gifts
- Food

Gymnastics Ontario Sanctioning

BID TO HOST

- Required for all events
- Can be found on the GO website
- Timeline
 - Sent out in spring
 - Goal is to have calendar established at the end of the current season or summer before the season begins
- Hosts will receive tentative confirmation
- Your event is not to be communicated until FINAL confirmation is received and GO calendar is posted
- Application is not considered complete until all forms, documents and payments are received
- First come-first served basis when all documents are received (more factors for WAG)
- Sanction fee for International events
- Hosting agreement required for all non-invitational events

Event Directive

This is your invitation



- ▶ You prepare and submit to GO for approval and posting
- ▶ Templates are available online

- ✓ Name of host club
- ✓ Meet director's info
- ✓ Location of event
- ✓ Date of event
- ✓ Gymnast eligibility
- ✓ Competitive requirements
- ✓ Equipment brand and info
- ✓ Warm up/competition format
- ✓ Registration information/Deadlines
 - ✓ Refund policy
 - ✓ Health and Safety
- ✓ Coaching Requirements
- ✓ Awards information
- ✓ Accommodation information
- ✓ Admissions information
 - ✓ Vendors
 - ✓ Media
- ✓ Tourist information

Registration Information

GO Meet

- ▶ Program manager will create with host and distribute
- ▶ Host clubs collect registration and all payments. GO does not collect any registration fees.
- ▶ GO will take care of registration in scoring system for MAG & WAG. Host is responsible with assistance from Program Manager in T&T, RG and ACRO.
- ▶ All registration is completed through the program's scoring system.
 - ▶ Exception – TG is completed through and excel form that is uploaded into the scoring system.

• Invitational/WAG Qualifier

- Host responsibility to create and distribute
- Stay on track of your numbers
- Close when full
- Can use scoring system, excel or combination of both



Registration Form (if applicable)

Usually completed through scoring system

NAME OF COMPETITION

CONTACT INFORMATION

REGISTRATION FEES AND APPLICABLE LATE FEES

DEADLINES

REFUND INFORMATION

SPACE FOR CLUB CONTACT INFORMATION

COLUMN FOR GYMNASTS' NAME, BIRTHDATE, GO NUMBER, CATEGORY

COLUMN FOR COACHES' NAME, GO NUMBER AND CERTIFICATION LEVEL

COLUMN FOR AMOUNT PAID

COLUMN FOR MALE/FEMALE (TG)

Volunteers

The KEY to the success
of your event!



These are the volunteers that assist with running the competition on the day of the event

Registration

Concessions

Admissions

Hosting (athletes, coaches and judges)

Team Marshals

Assistant Scorer

Event Scorers

Flashers

Runners

Timers

Equipment Set-Up Take Down Crew

Equipment Adjusters

Announcing

Awards

....and more!

Sponsorship

- Establish Committee
- Determine what kinds of sponsorship and donations you want/need
 - \$
 - Donations
- Sponsorship Package
 - What are your saleable items?
 - What can be given as donations/discounts?
 - How can you acknowledge your sponsors?



Publicity, Advertising & Program

Establish Committee

- ▶ Media
 - ▶ Television
 - ▶ Radio
 - ▶ Newspaper
 - ▶ Social Media
 - ▶ Facebook
 - ▶ Twitter
 - ▶ Instagram
 - ▶ Tik Tok
 - ▶ And more!
- ▶ Event Program?
 - ▶ Potential for revenue generation
 - ▶ Factors to consider
 - ▶ Develop an example to bring to potential advertisers/sponsors
 - ▶ Online? App?



Hosting & Hospitality

- Hospitality
 - Athletes
 - Area/Corral
 - Change rooms
 - Coaches
 - Area
 - Food/Meals
 - Judges
 - Meeting room
 - Meals
 - Accommodations
 - VIP
 - Seating
 - Meals
 - Accommodations
- Medical
 - Area
 - Food



Hosting & Hospitality continued

- Audio/Visual & Announcing
- Ceremonies
 - Opening
 - Closing
 - Awards



Judges

WAG Qualifiers and Invitationals

- CCJ is assigned by GO
- Club is responsible for acquiring judges in consultation with CCJ

All Invitationals except WAG

- Host club is responsible for obtaining judges

GO Meet

- All judges are assigned by GO



- For all events, the host is responsible for expenses

Judges continued

- Package and Information
 - Before: Event Directive, venue information, schedule and meeting times, accommodation info, list of judges, panels
 - At Competition: updated schedule and athlete draw/start order, invitation to social events, honorarium form, report forms
- Meeting Room
 - Available minimum of 30 minutes prior to meeting start time and for 5 minutes after competition
 - Must be able to comfortably accommodate the number of judges at your event
- Expenses
 - Mileage (new), honorarium, accommodations
 - Know where your judges are coming from as they are expected to carpool whenever possible



Accommodations

- Determine your host hotel(s) and book rooms
 - Group bookings
 - Special rates
 - You are responsible for the judges' accommodations



Scheduling – GO Meet

- For all Qualifiers/Cups, Team Ontario/Tour Selection and Ontario Championships, the schedule will be created by the appropriate Program Manager and the Events Manager
- Host Clubs may request input
- Exception – WAG Qualifying Meets – **HOST** creates schedule and submits to Events Manager for approval
 - Hosts may request assistance from the Events Manager

A graphic featuring a blue calendar with a grid of dates and a silver analog clock. The text "Event Schedule" is overlaid in a large, bold, blue, pixelated font.

Event
Schedule

OUR SCHEDULE!

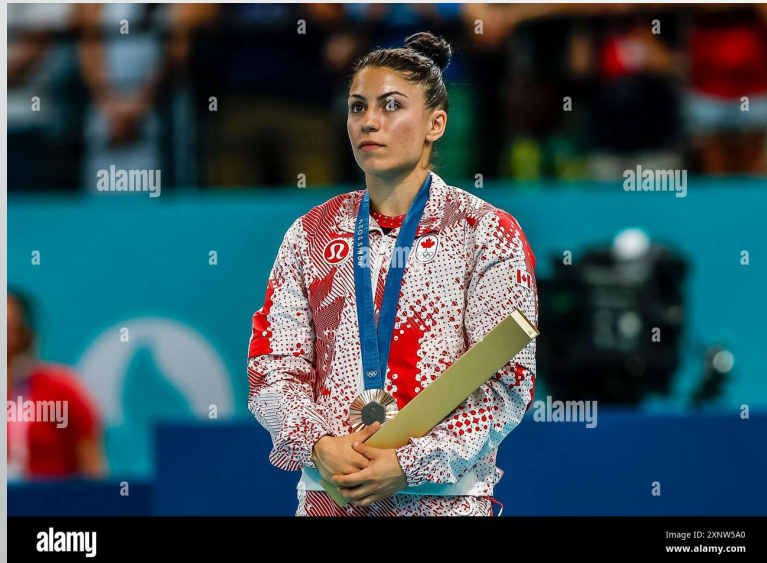
Scheduling - Invitational

VITAL TO THE SUCCESS OF YOUR MEET!

- Invitational
 - Your responsibility
 - WAG has a very detailed formula!
 - Communicate as soon as possible (minimum 4 weeks before)
- ▶ Competition Format & Warm-Up Option
- ▶ Registration Time
- ▶ March-In time
- ▶ Warm-Up Time
- ▶ Competition Time
- ▶ Debrief Time
- ▶ Awards Time
- ▶ Breaks for Judges

Athlete Draw/Start Order

- GO Meet
 - GO will do a random draw
 - GO will distribute to participating clubs



- Invitational
 - Your responsibility
 - Can be completely random
 - Best to utilize a “random picker” online tool
 - Often helpful to keep clubs together
 - Your responsibility to distribute

Scoring

- GO Meet
 - TScore (TG)
 - KSIS (ACRO, MAG, RG, WAG)

- ▶ GO Meet
 - ▶ Host creates event in scoring program
 - ▶ GO manages up until the event
 - ▶ Host monitors scoring during the event

- ▶ WAG Qualifying Competition
 - ▶ KSIS must be utilised
 - ▶ Host is responsible for set up and maintenance of the competition in KSIS
- Invitational
 - Host is responsible
 - Your choice in scoring program
 - Electronic or Manual?



Awards

Host is responsible for the cost of the awards and any related costs.

- GO Qualifying Events

- Host is responsible for ordering
- Host may choose to use own awards or awards from GO supplier
- Exception: TG Cups

- Invitational

- Host is fully responsible for creating and obtaining all awards
- You may decide on what type of awards to give and how many but be sure to keep in line with technical rules and regulations

- ▶ Tour Selection/Elite Ontario/Ontario Championships

- ▶ Host must use the GO awards
- ▶ Gymnastics Ontario orders awards on behalf of host

Risk Management

- More detailed information in the MD Manual
 - Negligence
 - Liability
 - Due diligence

- Medical
 - First-Aid Certified
 - Emergency Action Plan
 - First Aid Kit



Competition Day

- Prepare supplies ahead of time
- Set up as much as you can the night before
- Work with CCJ/Head Judge to assist in troubleshooting and to help the event run smoothly
- Keep track of your schedule
- Clean up and prepare for the next day





WRAP UP!



Distribute results
if necessary



Send in any
necessary reports



Pay invoices



Wrap up meeting
with committee



Plan for next year!



Don't forget that you can always contact your Program Manager or the Events Manager for assistance and questions