



GYMNASTICS ONTARIO

SPORT STARTS HERE

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Gymnastics Ontario

2024-2025 Meet Directors’ Manual

It is the responsibility of Gymnastics Ontario (GO) to sanction professionally organized and safe competitions, which provide optimal conditions for the athlete. GO is also responsible for the development, implementation and monitoring of policies and procedures to ensure effective management of events hosted in Ontario.

To achieve its mandate, GO has made it a yearly objective to train volunteers in the hosting and organization of sanctioned events across the province through the Meet Directors’ Course. As the primary resource for this course, the Meet Director’s Manual provides a guide for the operation of all GO sanctioned meets. The manual is divided into sections for easy referencing of the documented information. The hosting of competitions whether international, national, provincial, inter-club or school level uses the same basic principles. This manual is a necessary resource for clubs hosting gymnastics events of all levels in Ontario. In addition, Meet Directors should have a comprehensive understanding of the competition rules for the event being hosted.

The competition rules for each GO discipline are found in the discipline-specific Technical Rules and Regulations. Each of these documents is updated on a yearly basis and should be treated as a supplement to the information contained herein. Clarification on information listed within the competition rules may be obtained from the GO Technical Staff. Current copies of the Technical Rules and Regulations may be obtained online at www.gymnasticsontario.ca.

1 GENERALITIES

1.1 Reasons for hosting a competition

- Your responsibility/contribution to the sport
- Publicity/promotion of the sport/club/community
- Fund-raising activity
- Other

Whatever your reason for hosting, running a competition is a serious commitment. The decision to host a meet should be carefully considered and approved by the executive of the club, as well as by a potential organizing committee.

While the competition should appeal to coaches, judges, spectators and sponsors, the primary concern of a host is the ATHLETE. The goal of the organizing committee should be to provide the optimum competitive environment for the athletes who have dedicated a great deal of time and energy in preparation for this competition.

1.2 Issues to consider when hosting a competition

- Availability of a qualified Meet Director, Organizing Committee members and volunteers
- Number of athletes and their competitive categories
- Venue: club or outside
- Budget
- Equipment (requirements, resources)

2 ADMINISTRATION

2.1 Application

2.1.1 Bid to Host

- Any club wishing to host a competition/event in Ontario must submit a Bid to Host application to Gymnastics Ontario.
- The Bid to Host application is generally distributed in the spring before the season you wish to host. Approval is given on a first come-first served basis along with several important criteria based on the discipline. The number of competitions on a given weekend is limited.
- The Bid to Host consists of a generic application form for each discipline and event.
- Other documentation such as an Event Directive, floor plan, committee members, equipment supplier may be required. Requirements will vary by discipline and type of competition.

2.1.2 Gymnastics Canada Sanctioning

- Any club wishing to host a competition/event with participants from outside of Canada must complete the GYMCAN International Sanction Form.
- The GYMCAN International Sanction Form can be found [here](#). (to be updated by GymCan)
- All invitations to foreign athletes, clubs and countries for such events must be approved by GO before they are forwarded to GYMCAN.
- This form must be completed and sent to the GO office accompanied by the GYMCAN sanction fee made payable to Gymnastics Canada.
- Request for international sanctioning must be submitted to the GYMCAN office no later than 6 months prior to the event.
- Clubs hosting athletes from outside of Canada are responsible for ensuring that all athletes are members in good standing with their Federation and have appropriate medical coverage. These athletes and coaches must become foreign members of Gymnastics Ontario (in the forms section of the website).

2.1.3 General Sanctioning

- Sanctions must be granted before a competition is published.
- All sanctioned competitions should indicate “GO Sanctioned” on their Event Directive.
- Breaking Sanctions: If GO sanction and competition rules have been broken, an investigation will occur, and appropriate consequences could be applied. This may include a monetary fine and/or future denial of sanctioning.

2.2 Gymnastics Ontario Support

All hosting information can be found on the GO website at:
<http://www.gymnasticsontario.ca/education/meet-directors-course/>

2.2.1 General Support

- Conducting an annual Meet Directors' Course.
- Providing an annually updated GO Meet Directors' Manual.
- Providing technical support through GO staff.
- Providing material to assist with judging (sample expense forms, GO judging policies, etc.), scoring (sample score sheets, etc.), publicity, etc.
- Making current copies of discipline-specific technical rules and regulations available.
- Certifying officials.
- Posting meet information on the Gymnastics Ontario website.

2.2.2 Staff Support

- Lead contact for GO Qualifiers/Cups, Ontario Championships, Selection Meets and special events hosted in Ontario (Elite Canada, World Trials, etc.)
- For Gymnastics Ontario events (Cups, Tour Selection, Elite Ontario, Ontario Championships) GO staff is responsible for the following:
 - Competition Schedule (exception – WAG Level 1-10 provincial qualifying and invitational events)
 - Athlete Draw/Start Order (exception – WAG Level 1-10 provincial qualifying and invitational events)
 - Judging Assignments (exception – WAG Level 1-10 provincial qualifying and invitational events)
 - Posting event material on the GO website (i.e.: Event Directive, registration forms, schedules, results)
- For all other events, GO assistance may include:
 - Post documents on the event calendar related to your event.
 - Scheduling assistance if requested.
 - Technical assistance if requested.
 - Assisting with coach verification (NCCP status, Risk Management Workshop)
- Chain of Communication:
 - Participating club (coach or administrator) communicates directly with the host club (meet director or administrator).
 - Parents should NOT be contacting Gymnastics Ontario or the host club for any reason.
 - Direct the communication back to the club of the inquiring parent.

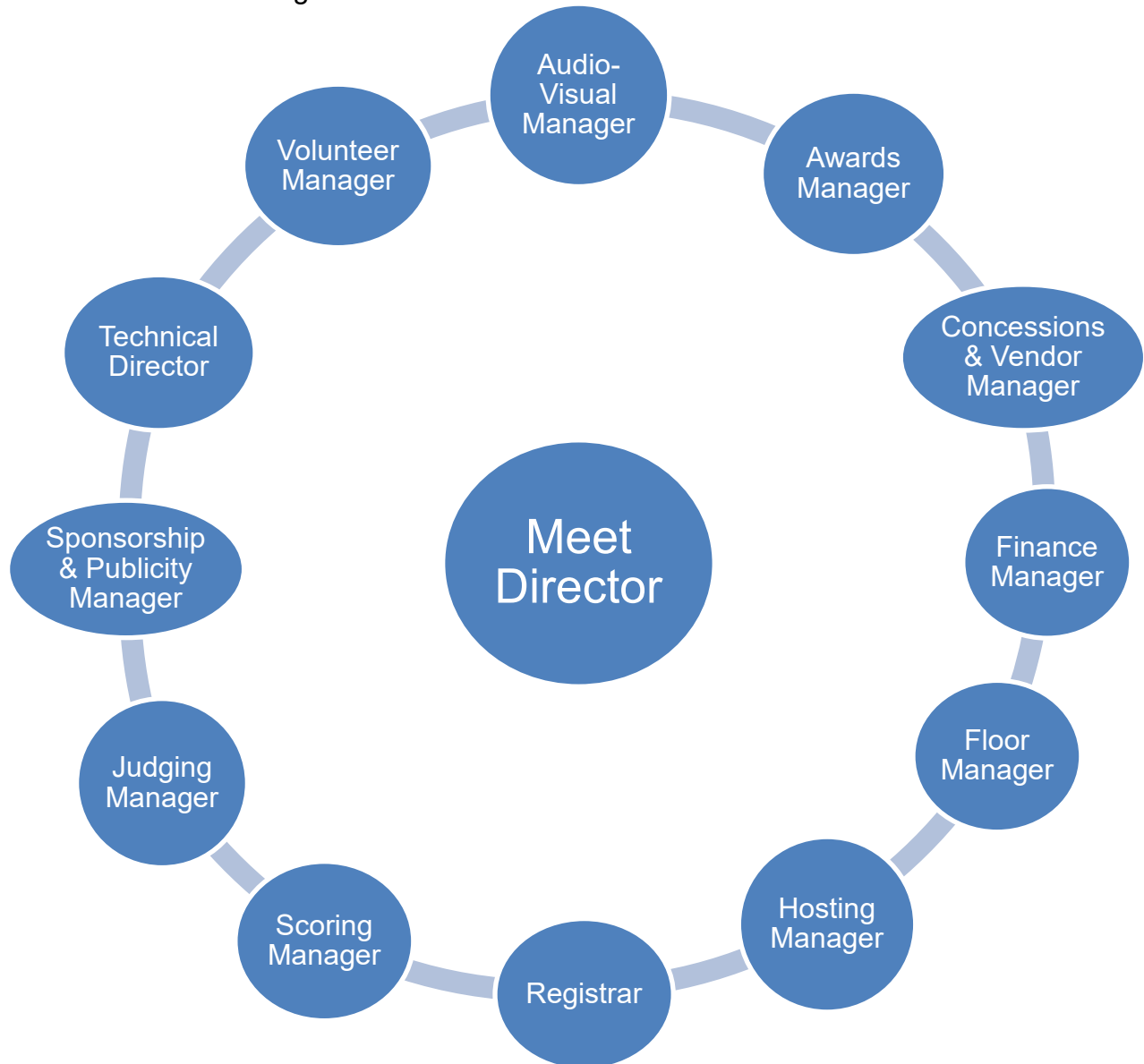
2.3 Organizing Committee

The Meet Director and key positions on the Organizing Committee (OC) should be filled by experienced and committed volunteers before a Bid to Host application is submitted. The OC's structure should be flexible and vary according to the nature, scope and size of the meet. A suggested organizing committee structure is outlined on the following page. This example is a suggestion, and you may find a different

structure works better for your event.

It is crucial that the Meet Director be able to provide strong leadership to the OC as well as being able to delegate proficiently. The Meet Director must also ensure that communication between the GO Program Manager and the OC is a high priority.

Below is a sample flow chart of a typical organizing committee. Your event may have more or less tiers based on the size of your event. Responsibilities will be defined in more detail throughout the manual.



2.3.1 Meet Director

- Oversees entire event.
- Serves as liaison with Gymnastics Ontario.
- Determines schedule of event.
- Communicates with clubs regarding registration, scheduling and other general issues.

2.3.2 Audio-Visual Manager

- Ensures use of appropriate sound equipment for floor music and announcing.
- Rental of equipment (if necessary).
- Responsible for set-up and take-down of AV equipment.
- Ensures equipment is compatible with scoring system for playing music and announcing.
- May need to work with scoring committee regarding display of scores.
- Ensures announcer and music personnel are knowledgeable on AV system.
- Provides back-up system if necessary.

2.3.3 Awards Manager

- Determines number of awards necessary for event (medals, trophies, ribbons, other).
- Orders awards.
- Organizes awards ceremony.
- Monitors inventory of awards before and/or after event.

2.3.4 Concessions and/or Vendor Manager

- Determines number of vendors for event (often based on availability of space).
- Confirms vendors and sets contracts.
- Determines size of concession area and what will be sold.
- Acquires product for concessions.
- Responsible for set-up and take-down of concession area.
- If event is in an outside facility, works with venue to determine process for concessions. Venue may or may not allowed outside products and/or volunteer staff (venue may require internal management of concessions).

2.3.5 Finance Manager

- Works with Meet Director to determine budget.
- Ensures all committee members work within budget.
- Monitors all revenue and expenses.

2.3.6 Judging Manager

- Obtains the correct number of judges.
- Ensures judges are the appropriate level to judge the competition.
- Communicates with the CCJ to ensure panels are appropriate.
- Communicates with judges regarding accommodations and food allergies.
- Communicates with judges regarding panels (sending all necessary information).

2.3.7 Floor Manager

- May assist with the creation of the schedule.
- Manages the competition on the day of the event.
- Trouble shoots to reduce any issues that may arise during the event.
- Works in conjunction with the CCJ (Competition Chief Judge) / CHJ (Competition Head Judge) /JR (Judge Responsible)
- Assists with any issues that may arise during the event.
- Monitors schedule during event (ahead or behind).
- Assists with athlete, coach and judge management.

2.3.8 Hosting Manager

- Medical personnel and supplies
- Athletes
 - Ensures athletes are safe and comfortable throughout the event.
- Coaches
 - Orders and organizes meals and snacks for coaches throughout the event.
- Judges
 - Orders and organizes meals and snacks for judges throughout the event.
- VIP
 - Is aware of any VIP's that may attend the event.
 - Ensures that VIP's are comfortable throughout the event.
- Parking
 - Ensures sufficient amount of parking throughout the event.
 - Provides parking attendant volunteers if necessary.

2.3.9 Registrar

- Accepts registration from participating clubs.
- Monitors registration to maintain registration capacity.
- Monitors waitlist. Informs clubs if waitlist spots become available.
- Accepts and tracks payments from clubs.
- Manages refunds.

2.3.10 Scoring Manager

- Obtains scoring hardware from Gymnastics Ontario (if necessary).
- Sets up scoring program (software).
- Monitors scoring program.
- Sets up scoring system at event.
- Communicates registration changes to registrar (for additions and scratches).

2.3.11 Sponsorship & Publicity Manager

- Creation of a Sponsorship Package
- Distribution of package
- Obtaining sponsorships and donations
- Promoting sponsors throughout event
- Adhering to any declarations from Sponsorship Package
- Follow up after event.

2.3.12 Technical Director

- Facility – ensures rental facility or current facility is sufficient to host all athletes, coaches, judges, volunteers.
- Equipment rental (if required).
- Equipment set up/take down.
- Follows technical regulations for equipment.
- Design of floor plan.

2.3.13 Volunteer Manager

- Organizes volunteers for all divisions of the event.
- Work with committee heads to ensure volunteer needs are met for each division.
- May have several Assistant Volunteer Managers to help depending on size of event.

2.4 Basic Guidelines For Hosting An Event

Note that these steps are a guideline. You may do many steps in conjunction with others or may need to complete in a different order.

2.4.1 Event Committee

- Determine base event committee. Establish an OC composed of reliable, energetic and committed volunteers.
- Determine desired events (prepare more than one option).
- Set up a timeline of meetings for the year.
- First meeting agenda.
- Determine event objectives.
- Distribute detailed committee responsibilities to each committee member.
- Develop a time frame for the OC members to use as a guideline.
- Meet with your OC on a regular basis to discuss and delegate duties and to provide progress reports.
- The Meet Director must provide constant leadership, direction, and support to the organizing committee.
- Keep in close contact with committee members and urge them to contact you if they have questions or encounter problems.

2.4.2 Club Support

The OC must sell the event within your club to ensure complete support from your club members.

- Get club members excited and enthused about the opportunity
- Ask club members to promote the meet by talking about it to everyone they know
- Make club members aware of the benefits of hosting a meet:
 - Promotion of the club/sport (free advertising)
 - May reduce travel costs for athletes and coaches
 - An opportunity to obtain local media coverage and to spotlight local athletes
 - An opportunity for club members to become better acquainted
 - An opportunity to increase the club's financial stability (profits from the competition)

2.4.3 Sanctioning

- Prepare an Event Directive after referencing the discipline-specific section of this manual and when necessary, consulting with the GO Program Manager.
- Event Directive templates can be found on the GO website under FORMS as well as under the HOSTING section of each discipline.
- Be sure to include all pertinent information to encourage clubs to attend your meet.

- Complete and submit Bid to Host to Gymnastics Ontario.

2.4.4 Committee Training

- Meet Director (or designated individual) are to attend the GO Meet Directors' Course.
- Consider having one or more organizing committee members or future Meet Directors attend to train for upcoming years.
- One member of your committee should attend the scoring course.

2.4.5 Budget

- Prepare an estimated budget.
- Determine the size of your meet (maximum number of athletes you are prepared to host, number of judges panels needed).
- Discuss a budget outlining the estimated revenues and expenses to be used as a guideline for organizing committee members.

2.4.6 Facility

- Make tentative facility booking if you plan to host outside of your club (may need up to 1 year in advance). Meet Director or Technical Director arranges and books the competition site which meets the criteria outlined in the specific discipline section of this manual.
- Add to tentative club annual calendar. What other events/disciplines will this affect? Do you need to cancel recreation classes?
- Clarify with the facility liaison exact times you will need to access the building (and rooms within the building). Be sure to include set-up and take-down times.
- Obtain facility liaison's contact number in case you have a problem accessing the building at scheduled times.
- When using a school or arena, ensure that you have access to temperature controls and that heat/air conditioning is scheduled to be turned on during the weekend.
- If hosting within your own facility you will need to remember to cancel your recreation classes (or other discipline classes) during the event.

2.4.7 Accommodation

- To ensure the best possible choice for your host hotel, secure accommodation by booking a block of rooms with the Group Sales department of the hotel. Rooms may then be individually booked within the block by those attending the competition. Refer to Hosting Section 3.2 for more information.
- Many hotels/cities have tourism programs and grants if you use their hotel for your event. Check with your city's tourism division to see if there are any subsidy programs your event may apply for.

2.4.8 Technical Regulations/Equipment

- Obtain a copy of the latest edition of the GO, GYM CAN, FIG, Technical Rules and Regulations/Program Manual for your discipline (www.gymnasticsontario.ca).
- Familiarize yourself with these documents.
- If necessary, make an appointment to discuss the equipment set up and requirements with your Head Coach/Technical Director.

2.4.9 Registration Maintenance

- Be sure to monitor registration as it comes in to ensure capacity is not exceeded.
- See specific discipline section or Program Manager for specific requirements/restrictions.
- Monitor scratches and wait list (if applicable).
- Work with the registrar to ensure invoices are kept up to date.
- Pay attention to category numbers to be sure you have the appropriate number of awards in stock or if you will need to order more.
- Order awards well in advance to be sure they arrive early.

2.4.10 Sponsorship

- The Meet Director or a delegate should actively seek local sponsorship to help offset hosting costs.
- All major cash sponsors must be approved by GO to ensure that they are not in direct conflict with GO sponsors.

2.4.11 Schedule

- After entries are received, complete the schedule for the competition.
- When determining the session schedule, group athletes according to level whenever possible as it helps with the flow of the competition.
- It is recommended to provide the final schedule to participating clubs four-six weeks in advance of the competition.
- When preparing the schedule, you will become aware of category numbers. If there are athletes registered in a single category that are all from the same club, the club should be called and notified that this is the case. The coach should be provided with the option of either changing the athletes' category or receiving a refund.
- Be sure to follow the scheduling guidelines found in this manual. For additional, detailed information on scheduling please contact the appropriate Program Manager.

2.4.12 Athlete Draw/Start Order

- After the schedule is completed, prepare the athlete draw (the start order per event for the athletes).
- When preparing the draw, you will need to decide if it will be a completely random draw (generally the case for GO qualifying competitions and championships) or if the athletes will be grouped by level or by club.
- Please refer to each technical section and current Rules and Regulations for more details for the GO standards on athlete draws.
- If the scoring program is not able to complete a random draw, please use a 'random picker' website or pull club names from a bowl/hat. <https://miniwebtool.com/random-picker/> is a good one.

2.4.13 Meet Supplies

- Ensure that all committee members are aware and able to obtain all necessary supplies and equipment.
- Refer to the Meet Supplies checklist in each discipline-specific section.
- Double check a few days prior to the competition to ensure that nothing has been forgotten

or overlooked.

2.4.14 Competition Day

- Ask all OC members to arrive at the competition venue at least one hour prior to the published registration time to complete any last minute set-up.
- Have a designated area for volunteers to check in and check out.
- It is encouraged that whenever possible, the points below are completed the evening before the competition. However, if this is not possible, prior to the event starting, check to see that:
 - All signage and direction arrows are in place.
 - Gymnasium layout and equipment is appropriately set up.
 - Audio equipment is working.
 - Registration and admission tables are staffed (and have appropriate cash floats).
 - Scoring equipment is functioning properly and volunteers present.
 - Judges' tables are set up and all necessary supplies are set out.
 - The judges' room is unlocked and coffee, juice, etc. is set out.
 - Cafeteria or concession stand is stocked and staffed (and that coffee pots are turned on).
 - Change rooms and washrooms are unlocked, clean and adequately stocked with necessary supplies.
- Stay close to the registration desk during athlete registration to handle problems (the morning rush can be quite hectic) and make sure all scratches, additions and revisions are noted and reported to the CCJ / CHJ / JR, Head Scorer and Announcer.
- During the competition, the MD should be free to float with the following priorities:
 - Introducing yourself to the coaches and CCJ / CHJ / JR and informing them that if problems arise, you will be more than happy to sort them out.
 - Checking frequently with the Floor Manager, Concessions Coordinator, Registrar, Admissions Coordinator, Head Scorer and other OC members to answer questions, give suggestions, etc.
 - Liaising with the CCJ/Judge Responsible to ensure punctuality of the meet.
- On the day of the meet, the Meet Director should be able to watch and act as trouble-shooter.
- Keep a record of problems that arose and on how they were resolved or how they could have been avoided with better planning.
- March-in and Presentation of Athletes:
 - The opening, closing and awards ceremonies should be staged for the enjoyment of the athletes as well as for the entertainment of the spectators.
 - Depending on the competition format, march-in will occur before the warm-up and competition starts, or after the warm-up.
 - The competition area needs to be clear in preparation for the march-in and the competition.
 - Notify the CCJ / CHJ / JR if you would prefer to have the officials march-in or have them seated prior to the meet start time.
- Opening and Closing Ceremony:
 - Have signs made to identify the Clubs/Regions/Teams.
 - Have banner, flag bearer.
 - Assemble the athletes outside the gym.
 - Check that all athletes are dressed appropriately (as per Rules & Regulations, i.e. no jeans, jackets zipped up, etc.).
 - Have the athletes march in to upbeat, suitable, popular music.

- Play the national anthem(s).
- Recognize the club/location/officials/presenters/sponsors etc.
- Keep welcoming remarks brief.

2.4.15 Post Event

- Oversee the cleanup of the facility.
- Send thank you letters to volunteers and supporters after the competition.
- Hold a post-event wrap up meeting to evaluate the event of all strengths and weaknesses.
- Submit meet report to GO Program Manager.
 - The post meet report is a valuable document for both the OC and the GO community in general.
 - Identification of strengths and weaknesses within the meet organization will assist both the current meet host and other potential meet hosts in organizing a more successful event in the future
 - Identification of problems encountered and recommendations for future hosts will enable GO to assist future Meet Directors through improvement of the Meet Directors' Course presentations, manual updates, provision of competition technical support, etc.
- Submit final budget to the GO Program Manager within the required time frame.
- Pay all expenses and prepare a financial statement.
- PREPARE FOR NEXT YEAR.

3 HOSTING

3.1 Participants

3.1.1 Athletes

- Plenty of water should be available.
- Change rooms should be clean and tidy.
- Gift or loot bags may be provided for each athlete (and often coaches and judges).

3.1.2 Coaches

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

3.1.3 Judges

- Ensure that all judges not traveling by car are picked up at the train/bus station or airport.
- Provide judges' meals, as outlined in the individual discipline technical rules and regulations/program manuals.
- Judges' meeting/dining room should be separate from the gymnasium and spectator areas. The room must be available 1 hour prior to the competition until 15 minutes after the completion of the competition and be sufficient to comfortably host the number of judges you will be hosting during the competition at once.
- Be sure that hotel rooms have been booked for all judges meeting the distance requirement for accommodation. Provide the list of names to the hotel and provide all necessary hotel information to judges for an easy and smooth check in. The host is required to pay for the judges' rooms before they arrive. Judges are not required to provide any form of payment to the hotel. The host can obtain a credit card authorization form to make payment before the event.
- Please visit the Gymnastics Ontario website (judges' regulations for the specific discipline) for more specific guidelines with reference to accommodations, honorariums and more.

3.1.4 VIP's

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

3.2 Hotels

- It is recommended that a block of rooms is booked at your host hotel (or several hotels) in your city/town for participants and judges.
- A named host hotel will often negotiate a lower rate for your group.
- A few notes regarding blocking hotel rooms:
 - 20 rooms per hotel is a good number to block. More will be needed for larger competitions.
 - Be sure to start the booking date for the day before the competition begins.
 - Secure the rate for the entire duration of the event (same rate per night).
 - Secure the negotiated rate in writing, signed on hotel letterhead by the hotel manager.

3.3 Medical

For all competitions:

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

Individuals who are generally First Aid certified include:

- Athletic Therapists
 - Physiotherapists
 - Chiropractors
 - EMS
 - GP's
 - Nurses
 - Firefighters and Police Officers
- The local hospital should be on alert that there is an event occurring.
 - Individuals acting as medical personnel for a competition must play no other role during the competition time.
 - It is recommended that the host always have 2 medical personnel on site. However, the mandatory requirement is 1 medical person for the duration of the competition (this includes the presentation of awards).
 - It is advised that a walkie-talkie system be provided for the medical personnel and meet director if there is an emergency.
 - St. John's Ambulance services may be utilized for spectator care only.
 - Ensure that an Emergency Action Plan is in place and posted at the phone with directions to the competition venue.
 - Seating area and visible signage for medical personnel must be provided.
 - Treatment room (with examining table) is an asset.
 - First aid supplies (provided by the host) must be readily available. This includes an ample supply of ice.
 - Should an incident occur, it is important to have the club (or venue) telephone number, address and the nearest cross street to the facility listed beside the telephone. The Meet Director and Coach must complete a GO Incident Report Form and submit it to the GO office. Both the Club and Head Coach should have a copy for their records.

3.4 Audio-Visual

Audio:

- Audio equipment needed:
 - Sound system with good quality speakers (test sound system prior to competition).
 - RG and WAG events will play music using the KSIS scoring platform. The music should be downloaded onto the hard drive before the session begins. Do not rely on Wi-Fi to play the music through KSIS.
 - Participants are required to have a backup version of music (mp3 on usb stick or phone).
 - Back-up sound system is highly recommended.
 - Extension cords
 - Tables for the music system and announcing (for WAG and RG competitions).
 - Microphone for announcer
- The following music selections are required:

- "O' Canada", "Land Acknowledgment" and other National Anthems where applicable
- Music to march in and out.
- Music to marshal from event to event when applicable.
- Background music (i.e. for warm-ups, during the competition and/or to fill a lull in the competition etc.).
- For ACRO, RG and WAG competitions:
 - Before the event, ensure all music has been submitted through the KSIS scoring platform.
 - Ensure that the competitive order is available from the Floor Manager/Floor Judges.
 - All gymnasts' music must be returned to the coaches (if back up was used).

Video:

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

3.5 Ceremonies

3.5.1 Announcer

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

3.5.2 Opening Ceremonies/March In

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

3.5.3 Oaths

All Gymnastics Ontario events are “True Sport Events”. The True Sport Oaths are required before each session at all GO Championship events. Please visit the specific discipline competition hosting webpage to obtain the oaths for athletes, coaches and judges.

3.5.4 Awards

- Purchasing:
 - Purchase awards in accordance with the GO Technical Rules and Regulations/Program Manual minimum requirements.
 - For Ontario Championships in all disciplines, awards will be ordered and purchased through the GO office.
 - See Hosting Agreement for full information
- Presentation:
 - Presentation should occur for each category at the end of the competitive flight
 - A separate awards area is required for WAG Ontario Championships and is recommended for all disciplines.
 - If the awards area is small, consider presenting one age category in the awards area at a time. Inform participants of the order you will be presenting in.
 - Athletes should be assembled in the Marshalling Area.
 - Athletes must be appropriately dressed in competitive attire (including track suit) to march in for the Awards Ceremonies.
 - Athletes march in and are seated (if applicable).
 - Awards are to be presented for events in Olympic order, followed by the all-around (for WAG, MAG and RG only).
 - Awards are presented in rank order from 1st downwards in accordance with the discipline-specific competition rules.
 - Awards should be organized on trays to facilitate presentation.
 - Awards presenters should be marshalled and informed of the protocol for presentation.
- Extras:

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

For example:

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

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

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

3.5.5 Discipline Announcing Information

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

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

3.5.5.1 Women's Events

Vault

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

Uneven Bars

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

Balance Beam

- The beam is just less than 4 inches wide, 4 feet high and 16 feet long
- Routines are timed and must not exceed 1 minute and 30 seconds (depending on category)
- The beam routine must include jumps, leaps, turns, dance steps, high and low moves and tumbling movements
- The gymnast will lose points for severe lack of balance, falls, lack of difficulty and extended routine length beyond the time permitted
- Should the gymnast fall she is allowed 30 seconds (10 seconds GYM/CAN/FIG) to regain composure and remount. The fall time is not included in her total beam time.

Floor Exercise

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

3.5.5.2 Men's Events

Floor Exercise

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

Pommel Horse

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

Rings

- This event contains elements alternating between body swing and strength on the

rings

- The goal is to keep the rings still (not swinging) while performing difficult elements

Vault

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

Parallel Bars

- The parallel bars event consists of swinging, flight, optional hold and strength elements
- Swinging and flight moves predominate in a top class performance on the parallel bars

Horizontal Bar

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

3.5.5.3 Trampoline Gymnastics Events

Individual Trampoline (TRI)

- Competitive trampolinists require a great degree of kinaesthetic (body/spatial) awareness, as well as strength, endurance and flexibility
- Preliminary competition consists of two 10-skill routines with different rotational (somersaulting) and twisting skills performed after each consecutive bounce
- For most competitive levels, the first preliminary routine is scored only on Execution, Time of Flight (time in the air for the 10 skills), and Horizontal Displacement (movement away from the centre of the trampoline). Some National levels have difficulty-counting skills included in the first routine.
- The second preliminary routine is scored with the same components of the first routine (Execution, Time of Flight, Horizontal Displacement), with the addition of Degree of Difficulty (the difficulty of each skill is calculated and added together) added to the score.
- The first and second routine scores are then added to obtain the Trampolinist's total preliminary score
- The Finals routine is judged on the same components as the second preliminary routine
- There are 4 (or 6 in FIG) Execution Judges, each one judging out of 10. The high and low execution scores are dropped, and the middle two scores are added together

TRI Score = E (max. 20 pts) + H (max. 10 pts) + Difficulty + TOF - Penalty

TRI E.G.	Execution:	8.7	8.5	8.4	8.6	8.8	8.3	=	17.1
	Horizontal Displacement:			9.5	9.3			=	9.4
	Difficulty:							=	6.4
	Time of Flight:							=	14.170
	Total score for routine:							=	47.07

Synchronized Trampoline (SYN)

- Two trampolinists bounce simultaneously on side-by-side trampolines and perform

identical routines

- Each trampolinist is judged by 2 Execution judges, 1 Horizontal Displacement judge, and 1 Degree of Difficulty judge. Synchronization is calculated using the Time of Flight device.
- Routines are only scored out of the total number of synchronized skills consecutively done from the beginning of the first skill

$$\text{SYN Score} = E (\text{max. 10 pts}) + H (\text{max. 10 pts}) + S (\text{max. 20 pts}) + \text{Difficulty} - \text{Penalty}$$

Double Mini-Tramp (DMT)

- During each turn (Pass), a competitor may touch the trampoline bed either two or three times
- Only two consecutive skills are allowed per pass. If three bounces are used, the free bounce must not separate the two skills. The first skill must be performed on the double mini-tramp bed surface and the second consecutive skill must dismount from the DMT surface.
- The preliminary round consists of two different passes. Each skill is judged by 4 (or 6 in FIG) Execution judges. Each pass is out of 10 for Execution. One Difficulty judge calculates the total difficulty of each pass, which is then added to the sum of the middle two Execution scores.

$$\text{DMT Score} = E (\text{max. 20 pts}) + \text{Difficulty} - \text{Penalty}$$

DMT E.G.	Execution:	9.7	9.4	9.5	9.5	9.6	9.5	=	19.0
	Difficulty:							=	1.2
	Total score for pass:							=	20.2

Tumbling (TUM)

- A routine (Pass) should demonstrate skills forward and backward combining flipping and twisting skills
- Tumbling passes must be initiated on the tumbling track and must finish in the landing area
- There are 4 (or 6 in FIG) Execution Judges who judge each skill in the pass for speed, rhythm, maintenance of height, and technical execution. Each execution judge gives a score out of 10. The middle two scores are added together.
- The Difficulty judge and Chair of the Judges Panel examine each pass to be sure that each pass contains the correct number of skills and types of skills
- The score for difficulty gets added to the Execution score to give final score for the pass

$$\text{TUM Score} = E (\text{max. 20 pts}) + \text{Difficulty} - \text{Penalty}$$

TUM E.G.	Execution:	9.0	8.7	8.7	8.6	8.5	9.4	=	17.4
	Difficulty:							=	1.5
	Total score for pass:							=	18.9

4 FINANCE

4.1 Budget

The purpose of the budget is to identify and measure the club's financial expectations and commitment to the event.

- o What will the event cost?
- o What up-front money is expected?
- o What level of profit can be expected?

The main budget items are as follows:

REVENUE:	Budget	Actual
Sponsorship	\$	\$
- Cash	\$	\$
- Product/service	\$	\$
Registration Fee	\$	\$
Spectator Admissions	\$	\$
Program Sales	\$	\$
Advertising	\$	\$
Concessions/Draws	\$	\$
Boutique/Vendors	\$	\$

EXPENSES:	Budget	Actual
Hosting (Athletes/Coaches/Judges/VIP/Volunteers)	\$	\$
Judging Fees (Honorarium, Mileage and Accommodation)	\$	\$
Facility Rental (if applicable)	\$	\$
Equipment Rental Costs (if applicable)	\$	\$
Transporting of equipment (if applicable)	\$	\$
Concession	\$	\$
Boutique	\$	\$
Awards - ribbons, medals, trophies	\$	\$
Athlete/Coach/Judge Gifts (if applicable)	\$	\$
Program Printing (if applicable)	\$	\$
Administration	\$	\$
Miscellaneous	\$	\$

When preparing a preliminary budget, try to be as accurate as possible. Speculate on the liberal side for expenses and on the conservative side for revenues. If the make-or-break profitability is based on inflated expectations of gate receipts, financial disaster is highly probable. Conservative estimates of revenue should dictate what is available for expenses.

Never strike a budget where the expenses demand how much revenue must be generated. The budget should be made available to all committee chairpersons and should highlight areas of responsibility clearly. Once the budget has been prepared you should try to determine how to eliminate/reduce expenses.

If the event is a qualifying competition or a provincial competition, the host club should fully understand the areas of expense for which the host club is responsible, as well as the areas for which GO is responsible. Refer to current Technical Rules and Regulations/Hosting Agreement.

Judging fees include honorarium, travel and accommodation. Standard honorarium rates are set by Gymnastics Ontario. Forms may be accessed from the appropriate Program Manager or on the GO website.

4.2 Managing Finances

The Finance Manager should open a separate bank account to handle all revenue and expenses for the event.

An initial operating cash float should be provided by the host club and repaid from event profits.

Individual sub-committees may incur pre-event expenses and require reimbursement, but all expenses, revenues and cheques should pass through the control of the Finance Manager.

At the event, the Finance Manager should ensure that sub-committees handling cash have a cash float, a cash box for securing and holding cash and are aware that they are fully accountable for the monies handled. Throughout the day, money should be collected from each area, counted, recorded and put in a secure place.

4.3 Concessions

Food, souvenir and boutique concessions can be a profitable endeavor for host clubs. Concessions operate throughout most of the event, therefore, requiring committed manpower.

An operating committee should be established and should then decide on the concessions to operate. Ensure that adequate space is available and that the operation of concessions does not pose any problems with the facility authorities. Also check to see that the power sources of the facility are adequate to handle what you have planned.

Set budgets and item prices.

4.3.1 Food Concession

Food sales are probably the most profitable concession area. Approach your local businesses requesting donations for food items to sell or feed the judges, coaches, athletes and/or volunteers. It is also a good idea to approach local restaurants to donate napkins, cups, etc. You may choose to request donations of sandwiches, donuts, cakes, cookies, soft drinks, hamburgers, wieners and buns, fruits etc. from your club members as well.

Many restaurant chains will provide coffee, drinks and more items. Request this early and follow up to make sure it will be available on the day.

More donations and less out of pocket costs result in a more profitable concession.

Please note that some venues require the event to use the venue concession. If this is the case, get creative as the venue may allow you to sell products that they do not sell.

4.3.2 Boutique/Souvenir Concession

Items such as pins, posters, t-shirts, cards, hats, etc. usually sell quite well. You could also sell your own club items handmade crafts or souvenirs. Remember, the more items that are made or donated the more profit to your club.

4.3.3 Vendors

Specific vendors will often want to take part in your event. They could be selling items such as gym suits, gymnastic related clothing, pictures, etc. Set up a contract ahead of time detailing the amount of profit (usually a percentage) you will obtain from their sales.

4.3.4 Draw and/or Raffle Table

Raffle tickets and/or draw tables are a great moneymaking venture. You may approach local businesses to donate prizes or ask your members for donations as part of their commitment to the competition. Be sure to set up your table in a high traffic area, have lots of signage and publicize through your announcer. Check with your city for any required licensing.

5 SPONSORSHIP AND PUBLICITY

5.1 Event Marketing Strategy

An event is a themed activity created to meet the needs of a special interest group. From a corporate perspective, an event is a promotional opportunity to enhance business by communicating with a corporation's defined markets. As such, an event is a communication vehicle for a sponsor carrying more impact than traditional advertising.

Sporting events convey the positive images of:

- Good citizenship
- Fair competition
- Hard work
- Health and wholesomeness
- Community interest

An event typically consists of several elements that can be utilized by the sponsor to capitalize on all of these positive images. The Sponsorship and Publicity Manager, must identify these elements and offer them as a package to potential sponsors.

A "give-to-get" strategy must be designed i.e. "What can you offer the sponsor or supplier in exchange for cash, product or services or a combination of these?"

Marketing, then, can be best defined as "the sum total of all exchange relationships" within the context of the event.

Identifying Saleable Elements of Your Event:

Athlete

- Competitive numbers
- Participation certificates
- T-shirts

- Meals
- Photographs
- Videotaping
- Awards presentation
- Other

Communications

- Poster
- Flyers/bulletins
- Souvenir program
- TV show
- Letterhead
- Radio
- Newsprint
- PSA's during the competition

Organizing Committee

- T-shirts
- Transportation
- Post event social
- Gifts
- Other

VIP Reception/Lounge

- Concessions
- Banquet
- Opening & closing ceremonies
- Accommodation
- Transportation
- Meals
- Demonstrations
- Awards presentations

Facility Space

- Lounge area (parents, coaches, media)
- Pillars, beams
- Apparatus, perimeter of floor, walls
- Backs of judges chairs
- Coverings for tables

- Outdoor signage

5.2 Creation of a Sponsorship Package

TITLE SPONSOR:

- Title of event
- Recognition on television production (i.e., corporate logo on opening and closing billboards; mention by your TV commentators; on-air cheque presentation)
- Poster title (i.e., "ABC" presents)
- Banners in gymnasium (on walls or near apparatus)
- Corporate logo on competitive numbers, participation certificate, T-shirt, letterhead, poster, flyers, etc.
- Media acknowledgements
- Public service announcements at event (PSA's)
- Tickets to the event
- Product display/sampling at event
- Ads in souvenir program
- Involvement in awards presentation
- Other suggestions from sponsor

Separations for Different Level Sponsors:

Title Sponsor: \$3 X Associate Sponsor

Associate Sponsor: \$1

Supplier: \$.5 X Associate Sponsor

Helpful Tips:

- You can offer many different levels as well as level titles
 - o Title Sponsor, Associate Sponsor, Supplier packages
 - o Gold, Silver and Bronze Sponsor packages
 - o Title Sponsor, Corporate Sponsor and Donation Sponsor packages
 - o Use your club colours: Black, Pink and Teal sponsor packages – get creative!!

5.3 Contra Goods and Services

During these economic times, it is increasingly difficult to secure sponsorship dollars for events. Your sponsorship committee must be sensitive to this trend and may have to work extra hard and be extra creative to make your competition a financial success.

Often times, local business may not be in a position to contribute cash but may be willing to contribute goods or service in kind (free) to your committee. The donations are often as good as or better than a cash sponsorship.

When developing a plan as to which local businesses you will approach to sponsor your event or purchase an ad in your souvenir program, identify those businesses that produce goods and services that are in your event budget. For instance, most events will require several of the following items:

- Food for coaches, judges and volunteers
- Beverages
- Office supplies
- Printing materials
- Lumber
- Advertising space in newspapers
- Transportation services (people and equipment)
- Hotel rooms
- Gifts for athletes, coaches, judges
- Flowers and other staging equipment

Local businesses producing these goods and services could be approached to donate in these areas in lieu of cash. They should still be treated as a sponsor and recognized according to the retail dollar value of their contribution. Remember that your budget should be based upon retail prices. In the worst-case scenario, you must purchase these items from a store. Businesses will realize a cost savings of donating goods and services to your event, due to the usual retail mark-up and might be more apt to come aboard as a sponsor.

These types of donations must be financially evaluated and recorded carefully to ensure that the advertising space in your program etc. is in line with the value of the contra-sponsorship. Develop a sales checklist for your program ads that account for the payment of each ad space and if it was paid in cash or via a contra donation. Tally the sums in separate columns.

Not all contra donations are directly related to your event budget. For instance, if you approach a local restaurant to purchase a \$100 advertisement, and they cannot afford the price - try to walk away with something. The restaurant may be willing to donate a "dinner for two". Similarly, the local flower shop may not be willing to spend cash but may donate flowers for the athletes. Although these items do not directly help the running of your event, with some extra effort you will find that you can collect quite a valuable number of valuable prizes that can be used as:

- Draw prizes to raise funds
- Door prizes to help boost ticket sales
- Gifts for athlete goody bags
- Special recognition for hard working volunteers etc.

Contra Goods (donations) cannot be overlooked and are often the key to ensuring a profit.

5.4 Publicity and Souvenir Program

The Sub-Committee responsible for developing the souvenir program and publicizing the event should become actively involved early in the months preceding the event (6 - 9 months prior).

The basic committee responsibilities are:

- Publicize the event by all media means available
- Develop and print an event souvenir program
- Obtain program advertisers
- Assist the Sponsorship and Publicity Manager to obtain financial sponsors
- Promote the sponsors
- A printed program is rarely used anymore

5.4.1 Publicity

Public Relations and Publicity is a means of communicating your competition highlights to the public and is a key to determining the success of the event. You must first assess the scope and possible publicity impact of the competition:

- Is the event local, regional, provincial or national in scope?
- Will it appeal to spectators, advertisers and sponsors within and beyond the local area?
- Will any high-profile athlete(s) be competing?

The answers to these basic questions will help you determine the scope and extent of your publicity campaign.

Keep in mind that the objective is to "sell" or promote the Event. To achieve this objective, you may:

- Print posters and flyers for distribution to schools, clubs, stores, plazas, malls and information centres
- Contact the local/regional/national press to publicize the event well in advance. Provide competition facts, dates, location, competitor's names and dignitaries to attend.
- Prepare Press Releases for use by newspaper, radio and TV stations. Continue with the Press Release as the event date draws closer updating the public on any new information.
- Follow up on the Press Releases distributed to ensure that the event remains fresh in the minds of the local sport reporters
- Invite the media representatives to the event or the opening reception. Prior to the event explain to the media representatives the controls under which they will be allowed to operate (i.e. no flash bulbs during competition). Assign a sub-committee member to greet the press and keep them informed throughout the competition. Provide them with a program, identify high profile competitors and attempt to meet all requests they may have; be especially considerate of their deadlines. Do not allow a photographer, cameraman or reporter to disturb a gymnast or disrupt the event.
- Immediately after the event, prepare a Press Release for the media including a full set of results. The Press Release should be given to those media representatives who attended the event as well as other selected media

sources. Remember a well presented, hand delivered release will get the best reception and will result in better coverage.

Helpful Tips:

- Local community TV cable stations, newspapers and Radio are attracted to those events that will highlight a local athletic hero or high-profile athletic hero who will be in attendance.
 - o Most times the local athletic hero does not have to be a national level athlete. Communities enjoy writing about the “next big star” who happens to only be 10 years old. It also could be the local coach who has produced provincial level athletes for 20 years.
 - o Creative ideas; set up an interview with young athlete and coach. Have the media present the award for the coach’s excellence at the competition.
 - o Media will also like to follow the attendance of a higher profile athlete who competes nationally and internationally.
 - o Creative ideas: set up an interview with high profile athlete and local “next big star”.
 - o Ensure that the media has the schedule of both of the local up and comer as well at the high-profile athlete if in attendance.

5.4.2 Souvenir Program

While a souvenir program is rarely used anymore, it can still serve as a profitable and viable means of informing the audience and raising funds for the event. The program content and format should be decided by the Organizing Committee well in advance of the event. Those involved in regional or provincial events should develop a program which promotes present sponsors and attracts new sponsors and will inform the spectators.

Determine:

- the size, layout and basic content
- the number of pages feasible
- the amount of space to be used for the draw; event announcements; results and statistics pictures; new competitors, profiles of participants and advertisements
- the event timetable/draw
- if a club information section will be of use
- insert an acknowledgement of the organizing committee and any non-advertising sponsors
- number of pages committed to advertisers/sponsors

Approach a printing company to sponsor your event by printing the program at no cost or a reduced rate. If you must pay to have your programs printed you should consult with and review quotes from 3 printing companies to obtain the necessary technical requirements and to ensure that the printer can best service your needs for the quoted price. When preparing

your budget don't forget to add HST to both the cost of the quote, and the advertising rates to your clients.

If your club plans to host more than one event per year you may consider reducing costs by developing one generic program where inserts can be used. A second print of the same program is not economical. Additionally, advertisers may prefer the option of coupon ads versus a standard welcome ad.

Also, by offering an attractive package to prospective advertisers (i.e. "package advertisement rate for two meets for the price of one") the club may turn their program into a profit making vehicle. Another value added idea is to recognize the advertisers through Public Service Announcements (PSA's) at the competition.

Developing a program with saleable advertising space is a considerable task but it is not complex. A program is the host club's opportunity to promote the club as well as raise a substantial amount of money. Use the contacts within your club to develop a prospective advertising list. Your club members may know someone who may be willing to participate in some way to the competition. Use your club network!

The most effective way to sell advertising space is by personal contact rather than by letter or telephone.

Keep in mind that the more advertising space sold the more revenue generated. Advertising space can be sold in a variety of sizes. Common sizes are: full page; half page; quarter page and business card size. A higher price is generally asked for the inside and outside cover pages. Although it requires more work the most profitable advertisements to sell are the business card sizes which should be priced within the range of the small businessman within your community.

Develop a "dummy" outline of the souvenir program that plans all of the contents of the cover and pages within. Simply take some pieces of paper and fold them together and staple them to take the shape of a magazine. Then sketch with pencil the design of the cover, and the layout of the text, photos and advertisements within.

When you get to the advertising layout, attach a price tag to the ads, according to the size of the ad ($\frac{1}{2}$ page, $\frac{1}{4}$ page etc.) and the prominence of the ad (inside cover, back cover, middle). Then you should make a checklist of all the advertisements that help you keep track of: space sold; if you have received the appropriate artwork and information for the ad for printing; if you have received cash or contra goods or services equal to the cash value of the ad. You should keep an accurate inventory of when and how the ads have been paid; when contra goods will be delivered or should be picked up.

You will find that this will be an excellent tool to help you plan your program and account for all of the ads. It will also be helpful when meeting with prospective advertisers by visualizing their ad space for them.

One helpful hint is to develop the ads as coupons redeemable at the local business. This will help to increase business for the advertiser and help to legitimize their purchase of your ads. Offers such as "2 for 1", "10% off", "free pop with purchase of ..." are all incentives for your spectators to patronize your advertisers. Be sure to tie in your PSA's to these offers!

In completing the sale of an advertisement, be sure to obtain final print copy that is of good quality and usable by the printer. Record the sale, invoice the advertiser and issue a receipt on payment of the bill. Also, enclose a final copy of the program along with the receipt.

Ensure that the print copy is received from the advertiser and competing clubs well in advance of the competition. Allow enough time for layout and printing of the program.

Remember, a well-prepared program adds class to your event and can benefit your club through exposure and profits.

Retain 25 copies for reference and sales pitches your club will make when hosting future events.

Respect the rights of other clubs by requesting written permission to use pictures or original artwork that they may have developed and used in a previous souvenir programme. Give credit where credit is due.

Note: A more popular and current approach is a projected program. This can be displayed on a TV or projector throughout the event. The program is created using the software of your choice and pages are added that are relevant to the event. This could include the schedule, athlete highlights, all sponsors, special notes and much more.

5.5 Working With Your Community

This section of the manual is not so much a technical or scientific outline as it is a compilation of ways and means to source goods, services, volunteers and publicity outside of your club's limited pool of resources. This section is by no means complete and you are encouraged to share your own club's successes with other Meet Directors by sending in ideas to GO so that these ideas can be included in future Meet Director Manuals.

5.5.1 Soliciting Support From Your Community

Meet Directors should remember that by hosting a competition in their community, they are doing their local citizens a service. They are bringing athletes, coaches and spectators to their community that would otherwise not be there. These visitors will eat, stay in hotels, buy gasoline, souvenirs and may even find a reason to return to your community again. All these expenditures add up to a significant economic impact.

Seek Municipal Support for the free use of the local arena or sponsorship (service in kind). The basis for the negotiation should be that your event will provide a positive experience for the Municipality in terms of tourism, economic impact, developing volunteer skills, and promoting the town throughout the province through media exposure. Provide a letter clearly outlining the scope of the meet, the benefits the Municipality would receive and what is asked of the Municipality.

Meet Directors are encouraged to incorporate this type of idea to apply for: Municipal Hosting Grants; assistance from the local Recreation Department, free use of municipal facilities, gifts for visitors etc.

5.5.2 Sourcing Volunteers

Outside of the parents of gymnasts in your club, there are several other sources of volunteers within your community.

5.5.2.1 High Schools

- Local high schools have cooking, woodworking, art, physical education, marketing, leadership courses - all of which include curriculum that can be very helpful to running your competition. Contact the principal well in advance of your competition to see if these classes can use your meet as a special project for class work. These students can help you to prepare food for judges and concessions, promote the event, and assist with computer scoring to name just a few areas.

- For example, one year, for Elite Ontario in Collingwood, the local high school was approached to help run the competition, as there was no gymnastics club in the area. A portion of the meet profits were negotiated to go to the school for their efforts. The staff and students provided most of the manpower and much of the minor equipment for the event.

5.5.2.2 Service Clubs

- Service clubs are often an excellent source of manpower for events. Check with your local municipality to find the mandate of each service club. These organizations whose focus is youth will often help with moving equipment, security, providing food for judges and volunteers and even sponsoring the competition. Consider the age group of the service club when assigning a job task so as not to turn the organization off. For example, don't ask an older group of individuals to move your equipment. As well, you may wish to ask a group such as the Legion to donate sandwiches and baked goods.

5.5.3 Filling The Seats

There are several creative ways to sell tickets for your event. This often takes more effort and planning than simply distributing posters and hoping that people will be interested enough to come to your event. The results, however, will help to increase your admissions gate and in turn your concessions and souvenir sales. As well, by attracting those who might not otherwise attend, you will be helping to display our sports to potential new participants. Make sure you have extra seats to fill after you have accounted for the athlete's spectators. You should count on at least 2 spectators per athlete.

5.5.3.1 Service Clubs

Once again, find out the mandate of various service clubs within your community. Certain organizations will focus on senior citizens, youth and persons with various disabilities. Approach these Service Clubs to purchase tickets for people in these identified target groups. Your competition can be an exciting vehicle for these organizations to create good will within the community while you are able to increase your attendance. For example, if you are able to convince the Optimist Club (whose focus group is youth) to purchase 50 tickets at \$5 each and send two to local public school classes to attend your competition you have accomplished the following:

- o increase attendance by 50
- o potential increase to souvenirs and food concessions
- o created a positive opportunity for Optimist Club
- o created a possible interest story and photo opportunity in local newspaper
- o exposed individuals to the sport and possibly encouraged future participation

Note: Don't forget to offer a few free tickets and some welcome announcements to the Service Club and the group they have sponsored!

5.5.3.2 Colouring Contest

Here is another spectator push with a promotional twist. Invite local youngsters from public school classes (or your club recreation classes) to take part in a colouring contest for your competition. Students can create their own pictures, or colour in pre-designed diagrams (trace and photocopy old poster designs etc.). Then display the entrants' "work of art" on a special wall and invite all of the kids to come to the competition for free. A winning draw can

also be chosen by your club with a special presentation being made to the winner at the meet.

5.5.3.3 Student Card Discount

Another way to attract students to your meet is to offer a discount to the meet when they display their student cards. You may even attract potential gymnasts in your club.

5.5.3.4 Club Recreational Members

Offer a discount to any of your clubs' recreational gymnasts.

5.5.3.5 Food Drive

Publicize that you will offer a discount ticket price to anyone that donates a non-perishable food item to the meet. Then donate all of the food collected to your local food bank.

*Brainstorm with your committee regarding unique ways you can increase your spectators (if your event has sufficient spectator seating).

6 RISK MANAGEMENT

Gymnastics Ontario has the responsibility to ensure a safe environment for participants. This means having policies, rules, regulations, standards and guidelines that promote safe programs in a safe environment, overseen by qualified/certified personnel.

The main purpose of the following safety guidelines is to increase safety awareness in making good decisions regarding gymnastics participation.

6.1 Legal Responsibilities

6.1.1 Providing a Safe Environment: Understanding Negligence and Liability

- Negligence and liability are legal terms with precise legal meaning. These terms relate to standards of behavior that the law expects. Understanding the law of negligence is an essential first step in understanding risk management.

6.1.2 Negligence

- Negligence is “the failure to exercise that degree of care which is reasonable under the circumstances. What is reasonable is situational and is determined by three situational elements - the activity, the environmental conditions, and the participants.”
- Negligence is determined by what an average person would do, or not do, in a given situation. What is unacceptable in sport is behavior which places others in a situation of unreasonable risk or danger.
- An action is negligent only when the following conditions exist:

1. A duty of care is owed to someone.

To be negligent someone must first have been in circumstances, which created a duty of care to ensure the reasonable safety of another person.

2. The standard of care imposed by duty is not met.

- This is perhaps the most important part of the definition of negligence. Standard of care is difficult to define precisely because it is always influenced by the risk

associated with the circumstances. It can depend on the type of program, the skill level involved, and the age and abilities of the participants. The standard of care is based upon what a person of average skill, judgment and experience would be able to do or not do in the given situation. The standard of care in a given situation is influenced by these factors:

- o Written standards: standards, regulations, guidelines, policies, manuals and progressions.
- o Unwritten standards: common practice in a discipline known accepted and followed over time.
- o Case law: previous court decisions in similar situations.
- o Common sense: what feels right or avoiding what feels wrong; the sum of one's knowledge and experience.
- o A harm or loss is suffered. This is usually straightforward, though harm can include factors such as pain and suffering, loss of future earnings, etc.

To meet the final condition of negligence we must determine that there is a direct link between the harm or injury and the actions of the defendant.

6.1.3 Liability

- While negligence refers to one's conduct, liability refers to responsibility for the consequences of that negligent conduct. Responsibility may lie with the person who was negligent or with an altogether different person. Also, an injured person may be partially responsible for their own injuries.

6.2 Risk Management Tools

6.2.1 Waiver Forms

- A waiver is a contract between two parties. Specifically, it is a contract where the persons signing it, in exchange for the opportunity to participate in an activity or program, give up the right to seek legal recourse in the event of an injury or loss, however caused, including injuries or loss which might result from negligence. The term negligence is key here, because it is precisely for protection against negligence (the legal risk) that an organization uses a waiver. Several legal requirements must be met for a waiver to be considered valid. A waiver must also be tailored to the specific activities and circumstances of a sport program. A valid waiver of liability agreement may discharge liability completely.

6.2.2 Consent Forms

- There are some forms that serve as alternative to waivers, going by names such as informed consent or assumption of risk agreements. Such agreements differ from true waiver form in that the person signing them is consenting only to the inherent physical risk of the activity.

6.2.3 Warning Signs

- Warning signs to warn of risks and promote safety are recommended.
- Cover cords and cables.

6.2.4 Insurance

- The GO Sports Liability Insurance Policy covers all members including coaches, judges, employees and volunteers while acting on behalf of The Federation. Participants are also covered while engaged in GO sanctioned activities. Sanctioned activities will mean all events, competitions, or gymnastic demonstrations run by GO or member clubs as authorized by GO including related training at sites of events and club premises. Sanctioned activities will include those authorized activities considered to be the core to the operations of the various gymnastics disciplines governed by GO. These core areas can be classified as competitions, trainings and demonstrations. Areas that are considered to be non-gymnastic related and not subject to GO policies, rules and regulations are not covered under the GO Master Insurance Policy.

6.2.5 Why Liability Insurance?

- No matter how careful you are, accidents happen and you can be sued by anyone who claims injury or damages resulting from your operations and activities. Even if you are eventually found to be blameless, litigation expenses could severely strain your resources but liability insurance will protect you and pay for damages that may be awarded against you. In short, liability insurance gives you peace of mind. In addition, since it protects all members of GO, volunteers who are concerned about their individual liability are more likely to offer their services.

6.3 The Environment

6.3.1 Internal Facility

6.3.1.1 General Facility Safety

- o The facility must meet and maintain standards as dictated by the various regulatory bodies (fire code, building & municipal code, etc.). More specifically, the facility must comply with local fire department regulations concerning firefighting equipment, fire safety plans, evacuation procedures, access routes, occupancy loads, etc.
- o The lighting and the ceiling height should be adequate for the planned activity. In the case of a power failure all activities should cease immediately and the status/condition of each participant verified.
- o The temperature should be within a comfort zone for the enjoyment, health and safety of the participants.
- o Any obstacles/obstructions (walls, columns, etc.) representing a danger for the participant must be properly covered/padded.
- o There must be adequate (safe) space between any runways, dismount areas, high traffic areas and walls.
- o Apparatus floor plates, anchors, hooks, etc. must be securely set up as per the specification provided by the equipment supplier.
- o Equipment must be stored in a safe manner when not in use.
- o The facility storage areas must be locked when not in use. Storage areas should be clean, dry, neat and well lit. Proper storage techniques specific to each apparatus must be used.

6.3.1.2 Layout

- A proper layout of the gym is critical to its safe operation. Persons determining the layout must have a broad-based knowledge of gymnastics and the programs involved so proper considerations are given to flow, scaling and matting requirements. A safe and efficient layout of the facility relies on several factors that include:
 - Nature and level of the planned activity.
 - Number of participants.
 - Number of simultaneous activities.
 - Total spaces available.
 - Configuration of the gym.
 - Obstructions in the gym.
 - Type and quality of equipment.
 - Locations of exits, entrances, pits, etc.
- Equipment must be arranged so that safe traffic patterns are created. Equipment must be laid out in such a way that it is unlikely for participants to have a conflict of space. Areas identified as having potential for conflict must be eliminated immediately. Participants and staff should always have a clear understanding of safe flow in the gym.
 - The layout should be evaluated periodically. The layout review should consider any changes in programs and uses made of the facility, changes to the layout that have occurred in the process of use, and changes in accepted norms of layout design.
 - The area where gymnastics programs/events take place must be designated as the training/event area. The area must be clearly marked and separate from the observers/spectators areas. Physical barriers should be in place to separate participants and observers/spectators.
 - The layout includes the defined areas of individual apparatus, neutral zone, non-encroachment zones, safety zones, entrance exits and obstructions:

Neutral Zones: Neutral zones are areas of free spaces not within the safety or non-encroachment zones.

Non-Encroachment Zones: areas of no equipment

Safety Zones: Safety zones are the areas actually needed for mounting, dismounting and use of the apparatus. Appropriate matting must always cover the safety zones.

Non-obstruction Zones: Non-obstruction zones are areas with no obstruction adjacent to safety zones.

6.3.1.3 Equipment

- Appropriate and safe equipment must be provided at all time, based upon the participant's age, size, ability, fitness, readiness and the level of skills being taught and/or performed. The planned activity itself dictates what type of equipment is appropriate. More specifically:

- Persons responsible for set up/take down must have specific knowledge of the equipment and the procedures involved. Always set up the equipment using the instructions provided by the manufacturer. A detailed check of the equipment must be done during the set up.
- Coaches must always check the equipment and surrounding area before the participants start training. Any defects found should be reported/recorded for prompt correction. Any equipment found to be unsafe must be immediately removed from service.
- A well-planned, consistent system of equipment evaluation must be in place. Equipment should be inspected regularly by knowledgeable personnel through the use of a quarterly checklist and documentation should be maintained. The equipment review should consider both the degradation of the equipment with time and use, and changes in equipment and performance standards within the sport as well as repair needed.
- A maintenance schedule should be established. Equipment repairs must be done as soon as they are required and made by knowledgeable personnel. Replacement parts must meet or exceed original equipment specifications. Professionals should make major repairs.
- For competitions, the standards and specifications set by the governing bodies of the sport must be respected.
- Many facilities contain equipment that is either a modification of commercially manufactured equipment and/or custom built. Since no standards exist, it may be easier to reject these items out of hand. However, it is generally agreed that legitimate training benefits may be gained with such special equipment, so they may be used with care. Prior to using such equipment, its effectiveness and safety must be determined through careful consideration and consultation with experienced knowledgeable persons.

6.3.1.4 Mats

- o It is the understanding that mats offer the participant only a limited amount of protection against injury even when properly used. Many factors must be taken into consideration when selecting and setting up mats for a given activity:
 - Type and level of activity.
 - Nature of the skills performed.
 - Physical environment, the lay out and the equipment.
 - Age and level of the participant.
 - Type and quality of the mats being used.
 - Standards and specifications set by the governing bodies of the sport.

6.3.2 Internal Facility

6.3.2.1 General Facility Safety

- o The facility must meet and maintain standards as dictated by the various regulatory bodies (fire code, building & municipal code, etc.). More specifically, the facility must comply with local fire department regulations

- o concerning firefighting equipment, fire safety plans, evacuation procedures, access routes, occupancy loads, etc.
- o The lighting and the ceiling height should be adequate for the planned activity. In the case of a power failure all activities should cease immediately and the status/condition of each participant verified.
- o The temperature should be within a comfort zone for the enjoyment, health and safety of the participants.
- o Any obstacles/obstructions (walls, columns, etc.) representing a danger for the participant must be properly covered/padded.
- o There must be adequate (safe) space between any runways, dismount areas, high traffic areas and walls.
- o Apparatus floor plates, anchors, hooks, etc. must be securely set up as per the specification provided by the equipment supplier.
- o Equipment must be stored in a safe manner when not in use.
- o The facility storage areas must be locked when not in use. Storage areas should be clean, dry, neat and well lit. Proper storage techniques specific to each apparatus must be used.

6.3.2.2 Layout

- o A proper layout of the gym is critical to its safe operation. Persons determining the layout must have a broad-based knowledge of gymnastics and the programs involved so proper considerations are given to flow, scaling and matting requirements. A safe and efficient layout of the facility relies on several factors that include:
 - Nature and level of the planned activity
 - Number of participants
 - Number of simultaneous activities
 - Total spaces available
 - Configuration of the gym
 - Obstructions in the gym
 - Type and quality of equipment
 - Locations of exits, entrances, pits, etc.
- o Equipment must be arranged so that safe traffic patterns are created. Equipment must be laid out in such a way that it is unlikely for participants to have a conflict of space. Areas identified as having potential for conflict must be eliminated immediately. Participants and staff should always have a clear understanding of safe flow in the gym.
- o The layout should be evaluated periodically. The layout review should consider any changes in programs and uses made of the facility, changes to the layout that have occurred in the process of use, and changes in accepted norms of layout design.

- o The area where gymnastics programs/events take place must be designated as the training/event area. The area must be clearly marked and separate from the observers/spectators' areas. Physical barriers should be in place to separate participants and observers/spectators.
- o The layout includes the defined areas of individual apparatus, neutral zone, non-encroachment zones, safety zones, entrance exits and obstructions:
 - Safety Zones: Safety zones are the areas needed for mounting, dismounting and use of the apparatus. Appropriate matting must always cover the safety zones.
 - Non-obstruction Zones: Non-obstruction zones are areas with no obstruction adjacent to safety zones.
 - Neutral Zones: Neutral zones are areas of free spaces not within the safety or non-encroachment zones.

6.3.2.3 Equipment

- o Appropriate and safe equipment must be provided at all time, based upon the participant's age, size, ability, fitness, readiness and the level of skills being taught and/or performed. The planned activity itself dictates what type of equipment is appropriate. More specifically:
 - Persons responsible for set up/take down must have specific knowledge of the equipment and the procedures involved. Always set up the equipment using the instructions provided by the manufacturer. A detailed check of the equipment must be done during the set up.
 - Coaches must always check the equipment and surrounding area before the participants start training. Any defects found should be reported/recorded for prompt correction. Any equipment found to be unsafe must be immediately removed from service.
 - A well-planned, consistent system of equipment evaluation must be in place. Equipment should be inspected regularly by knowledgeable personnel using a quarterly checklist and documentation should be maintained. The equipment review should consider both the degradation of the equipment with time and use, and changes in equipment and performance standards within the sport as well as repair needed.
 - A maintenance schedule should be established. Equipment repairs must be done as soon as they are required and made by knowledgeable personnel. Replacement parts must meet or exceed original equipment specifications. Professionals should make major repairs.
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 - Type and level of activity.
 - Nature of the skills performed.
 - Physical environment, the lay out and the equipment.
 - Age and level of the participant.
 - Type and quality of the mats being used.
 - Standards and specifications set by the governing bodies of the sport.

6.3.3 External Facility

- o Safety also concerns the exterior of the facility. Consideration must be given to the following:
 - Entrances and exits
 - Emergency vehicles and fire lanes
 - Delivery areas and loading zones
 - Signage
 - Snow and ice removal
 - General exterior maintenance
 - Parking areas

A clean and attractive exterior environment encourages participation and sets the stage for good safety practices taking place inside.

6.4 Supervision

6.4.1 Training and Competitions

- Participants involved in gymnastics programs/competitions must be supervised at all times by a coach certified at the appropriate level required. This applies to training as well as for competition. Supervision implies that a certified coach is able to oversee the entire class/group and is immediately accessible to anyone who needs him/her. A class/group must never be left unsupervised. Further, a set of rules should be established by the club and communicated to all involved.

6.4.2 NCCP Certification

- The required levels of coaching certification in training and competition are specified in the GO Coaching Certification Requirements and the Technical Rules and Regulations. GO recognizes that many coaches receive training by mentoring through “senior” coaches. However, be aware that allowing a coach to perform

duties beyond the level of his/her NCCP certification may lead to serious liability problems.

- It is required to have a registration table for coaches. Coaches must check in and provide proof of their Gymnastics Ontario issued digital ID. This may be on their phone or a paper copy. Any coaches who are unable to display this form may not be allowed on the competition floor.

6.4.3 Responsibilities at Sanctioned Competitions

- Safety and Equipment Issues
 - o The FIG Code of Points/Handbook, GO rules, regulations, policies and guidelines regulate the role, responsibilities and the level of authority of GO staff; meet directors, coaches and judges at a competition. On site, it is everyone's responsibility to ensure that the competitive environment and the equipment comply with GO standards and specifications and that all participants abide by the rules and regulations.
 - o It is recommended to hold a meeting prior to the start of the warm-up to review and discuss the competition equipment and address any concerns.
 - o During warm-up or competition, any safety and/or equipment issue should be reported to and addressed by the Meet Directors and when applicable, GO authorities (GO staff or designated person) in consultation with the Competition Chief Judge (CCJ)/Head Judge/Judge Responsible. If the issue cannot be resolved by the Meet Director, and when applicable GO authorities, then the matter must be addressed and resolved by the competition Risk Management Panel composed of (*under consideration/review): the CCJ, GO authority (when applicable) and one other individual or the CCJ and two other individuals (when GO authorities are not on site) selected by the Superior Judge depending on the nature of the issue. The Risk Management Panel can consult with other parties as they deem necessary in order to make the appropriate decision.

6.4.4 GO Competitions

Invitationals, Qualifiers, Team Ontario Selection Meets, Ontario Championships

- GO and the Host Clubs have the responsibility to ensure that a safe and adequate competitive environment is provided for the participants
- The Host Club (Head Coaches/Meet Directors) has the responsibility to ensure that a safe and adequate competitive environment is provided for the participants. It is recommended that the equipment and competition layout be provided to a designated individual for review and approval. The use of a standard equipment check list is required (provided with the Bid to Host application). GO is to be contacted in any case where a proposed Host is unable to provide a competitive environment in accordance with the existing GO equipment standards, specifications and safety standards.

6.5 First Aid and Responding to Emergencies

The rule of thumb for responding to emergencies is to exercise a reasonable standard of care. A coach should apply only as much first aid as he or she is competent and confident to perform. A coach in an emergency should not act unless he or she is sure what to do. It is

true that the court's position that a rescuer is only responsible for as much first aid as he or she knows imposes a higher standard of care on trained first aiders, but only in direct proportion to the individual's greater ability to meet that standard.

6.5.1 Medical

- Emergency Plan
 - o An emergency action plan must be in place. The plan should be clearly posted in the facility and communicated to all staff. The plan should be reviewed on a semi-annual basis for updating.
 - o An emergency plan must be prepared for activities outside the regular facility.
 - o There must be access to a telephone.
 - o Emergency phone numbers and procedures must be prominently displayed.
- Recommendation: at least one person should have first aid training while regular programs are in operation.
- A post injury system for records, reporting and communication must be in place.
- Emergency Equipment
 - o Emergency equipment must be available at all times.
 - o An adequate first aid kit is required.
 - Recommendation: the first aid equipment available on site should follow WSIB Reg. 1101 for size and contents of the kit, in addition, athletic injury supplies including tape, under wrap and ice must also be available.
- Complete copies of the medical information form for each participant must be available.
- Accident report forms must be completed and forwarded to G.O. in the event of an injury.

6.5.2 Medical Personnel

- The minimum requirement is to have a First Aid area with an individual who has been First Aid Certified.

6.5.3 Disease Prevention - Injuries Involving Blood

- Please refer to the Canadian Academy of Sport Medicine's position statement and recommendations (see Risk Management Handbook).

References

1. Your Risk Management Program. A Handbook for Sport Organizations | Centre for Sport and Law Publication, 1998
2. USA Gymnastics Safety Handbook, 1994 and 1998 Edition | USA Gymnastics Publications, Indianapolis, Indiana
3. Sport BC Toolbox, BC Government
4. HIV and The Athletes, Canadian Academy of Sport Medicine Publication

6.6 Other Areas of Concern

6.6.1 Accommodation

- Ensure accommodation is secured at a reputable hotel/motel near the competitive site.
- Ensure that all athletes are lodged near each other for security reasons and the area is easy to monitor and patrol.

- Ensure that the floor level selected is below 10 stories, or reachable by aerial fire trucks, whichever is the lowest.
- Arrange for carpool transportation to and from the hotel/motel to the competitive training sites - preferably by an outside service agency.
- Designate a person responsible to monitor the area and have control in case of emergency situations.
- Be sure non-smoking floors are utilized.
- It is best to pay upfront for judges' rooms so that they do not have to pay with their own credit card.

6.6.2 Food /Beverages

- allergies are an on-going area of concern therefore where possible ensure list of ingredients is made available, especially to spectators.

6.6.3 Insurance

- If necessary, secure appropriate additional insurance coverage (contact GO).
- Coverage should include 3rd party liability, tenant's legal liability and equipment insurance.
- When non-Gymnastic Ontario members are invited to participate in the event, they must carry their own insurance coverage and provide the event organizer with written proof of such.
- When non-Ontario residents are invited to participate, they must also show proof of appropriate medical coverage to the event organizer.

6.6.4 Non-Gymnastics Activities at Competitions

- Any non-gymnastics activity/event must be insured. GO and the host club must be named as additional insured on all policies.

6.6.5 Security and Spectators

- In some cases, regular off-duty police in uniform may be a necessary consideration.
- Harassment is an on-going area of concern especially directed at minors, therefore proper supervision and maintaining security is a must.
- Kidnap and missing persons is becoming more of a risk each day, proper documentation and procedures should be in place to counteract this as well as proper procedures to follow in case of emergency situation.
- Emergency exits must be identified for all spectators.
- Marshalling personnel must be assigned to control emergency exits in case of need.
- Spectators must be protected from any foreseeable hazards.
- All areas should be maintained and free from litter or wet areas.

7 WOMEN'S ARTISTIC GYMNASTICS (WAG)

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 Development Program Compulsory documents (Levels 1-5), the USAG Code of Points for Levels 6-10, USAG Xcel Program and Code of Points and the GymCan Youth Program Rules and Regulations. 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 calendar and the hosts 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.

7.1 Categories of Competitions

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

7.1.1 Invitational

- ODP
- Level 1-2
- All levels age 7 and 8
- Xcel Bronze, Silver, Gold
- Youth (previously Aspire), Novice HP, Junior HP, Senior HP (non-designated events)
- Competitions held after the qualifying periods as listed in the tech regs.

7.1.2 Qualifier

- Level 3-5 Compulsory – competition held after Tour Selection until mid March.
- Level 6-10 Optional – competition held after Tour Selection until mid March.

Consult tech regs for exact dates.

7.1.3 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).
- Youth Competition Opportunity – designated competitions held for gymnasts who want to try those levels and work towards High performance.
- HP Competition Opportunity – designated competition held for gymnasts to qualify for the High-Performance program.
- Level 3-5 Ontario Championships – competition held for those gymnasts who qualify
- Level 6-10 Ontario Championships – competition held for those gymnasts who qualify.

7.1.4 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 and such events must be approved by GO before they are forwarded to GymCan. 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 GymCan 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.

7.2 Recommended number of competitions on a 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 three (two is preferred) events per weekend will be sanctioned (single panel)
- Two GTA Invitational and one out of GTA or two out of GTA and one in the GTA (Exception: ODP Event could be a potential 3rd or 4th competition and ODP competitions cannot overlap).

7.3 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.

7.3.1 Meet Director

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Sending the Event Directive to all applicable clubs and to the WPM to post on the Gymnastics Ontario website	Create the Event Directive in consultation with the WPM for review and posting on GO website calendar and KSIS event.
Set up KSIS event and provide access to WPM & Events Manager.	
Monitor registration through KSIS and collect registration payments	Monitor registration through KSIS and collect registration payments (registration changes will also go to the WPM).

Setting the competition schedule for Invitational competitions. Schedules for qualifiers must be sent to the GO Events Manager no later than 8 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	
Secure judges (2 per panel) for each apparatus and work to figure out panel assignment based on level of athlete competing.	Judges are assigned by Gymnastics Ontario.
Determining competitive order by draw for each category as per Technical Rules and Regulations, Section I	Gymnastics Ontario determines the athlete draw through a random selection in KSIS
Assisting with 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	
Submitting a financial summary to the WPM and/or Events Manager within 30 days of the competition (optional for invitational events).	
Receiving and submitting payment of GO invoice (if applicable – athlete sanction fee)	Receiving and submitting payment of GO invoice (athlete sanction fee, awards, shipping)
Acquiring properly certified (as per GO regulations) medical personnel	

7.3.2 Volunteer Coordinator

ALL EVENTS
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

7.3.3 Floor Manager

ALL EVENTS
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

7.3.4 Hosting Coordinator

ALL EVENTS
NOTE: It is beneficial to designate a person or committee to organize the judges. This could be a stand-alone committee or a sub-committee of the Hosting Committee. Obtaining and communicating with judges can be a large task on its own, therefore a separate committee for this will alleviate some tasks of the Hosting Coordinator.
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 working with the Volunteer Coordinator to find 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

7.3.5 Apparatus Marshals

ALL EVENTS
Optional: leading the groups from event to event
Optional: leading the groups for march-in and awards

7.3.6 Chief Scorer

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

INVITATIONAL/QUALIFIER	GYMNASTICS ONTARIO EVENT
Securing a computer and printer (if not using GO KSIS) 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 (if applicable)	

Entering all registrations into the computer/scoring system (including athlete's name, category, club) If using KSIS, communicating with clubs to register their athletes into your event.	Gymnastics Ontario will be responsible for maintaining the KSIS system up until the day before the event. Act as liaison with Gymnastics Ontario for set up and changes.
Printing start lists for judges, coaches, 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 KSIS)	
Posting scores for coaches after each event to verify (5 minutes after the final athlete has finished in that rotation). Verification complete 5 min after coach-judge debriefs.	
	For Team Selection events the first copy of the results must be given to the WPM for determining the team prior to awards.
Distributing or posting results for all categories to clubs. Scores for Age 7 & 8 are not to be flashed or distributed (athlete card). 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 • Start Value/D score, Execution/E score and final score on each event • Overall score and rank 	

7.3.7 Assistant Scorer

ALL EVENTS
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

7.3.8 Event Scorers

*One per event and only necessary when manual scoring is used

ALL EVENTS
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

7.3.9 Flashers

****Please note there are no flashing of scores for any 7 & 8 year old categories (including athlete cards)****

*One per event and only necessary when manual scoring is used

ALL EVENTS

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)

7.3.10 Runners

ALL EVENTS
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

7.3.11 Timers

*One per event; 2 for balance beam. A sheet with the rules for timing should be on each table for the timers

ALL EVENTS
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 (warm up, routine and falls) and floor exercise (warm up and routine); must be familiar with time regulations. Please see the technical rules and regulations for specific timing regulations.
It is a good idea to have on each event, a summary of the warm up time, routine time and fall time for all levels.

7.3.12 Equipment adjusters

ALL EVENTS
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 (Vault, Bars, Beam)
Preventing avoidable delays and keeping the event on schedule

7.3.13 Registrar

ALL EVENTS
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 Digital Coaching ID accreditation to be allowed floor access. Coaches without ID need to be noted in Meet Director's Report for GO to follow up with.
Distributing "goodie bags/athlete gift" upon check in

7.3.14 Awards Manager

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)	

7.3.15 Announcer/Audio

ALL EVENTS
Acquiring appropriate sound/A.V. 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. Xcel and Level 6-HP Music is to be downloaded to the hard drive from KSIS. Host clubs must provide all compulsory Level 1-5 music. As a back-up, an auxiliary cord should be available at events for playing floor music from Ipods, phones etc.
Announcing award winners (recommended to have separate announcer for awards)

7.3.16 Equipment Team Manager

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.	

7.3.17 Admissions Manager

ALL EVENTS

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 (if applicable)
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

7.3.18 Concessions/Vendor Manager

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)
Please note that all vendor contracts are the responsibility of the host.	
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.	

7.4 Competition Venue

7.4.1 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/GymCan/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.

7.4.2 Facility Preparation

- When renting an outside venue, remember to book the venue for the set up and take down time.
- 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.

7.4.3 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 Event Directive. 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:

- 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). Qualifiers and Invitationals recommended to designate athlete/coach spaces even if a separate corral space is not available.
- 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
 - Traffic flow between events
 - Proximity from spectators to event(s) (safety).
 - Announcer/music table
 - Change rooms and washrooms
 - Scoring

7.4.4 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).

7.4.5 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 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. 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.

7.4.6 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.

7.4.7 Directional Signs

- Competition gym
- Training gym (if applicable)
- Change and/or washrooms
- Judges' room
- Coaches' area
- Cafeteria/concessions
- First aid/medical area
- Awards area (if applicable)
- Emergency exits

7.5 Equipment

7.5.1 Gymnastics Specific

- Consult the current technical rules and regulations for equipment standards.
- Please see the Hosting Agreement for Ontario Championships equipment requirements and process.
- After the initial set up the following individuals are responsible for ensuring that it is safe:
 - o Start of the Day – The Host Club and CCJ
 - o During Warm-Up – The Coach
 - o 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 and/or FIG 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 must 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 as per Technical Rules and Regulations, Section I (i.ii).
- 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 without authorization. This is especially true for selection competitions where standard boards settings etc. are used.
- Host clubs of any competition (including Ontario Championships) are not permitted to tear down equipment, mats and or carpet rolls, tables, judging tables or any other large items on the competition floor until the final athlete has been presented at the last awards ceremony of the competition, without exception. Failure to comply with this rule may result in a club not being awarded an event the following season when bids to host are reviewed by the Technical Committee.

7.5.2 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 is to be submitted through the KSIS Scoring Platform. A back up method (usb/phone/audio jack) must be available.
- It is best to have a volunteer who is very comfortable with technology so that they are easily able to switch through different forms of playing music. Volunteer must understand that music is downloaded from KSIS to the hard-drive and played from there.
- A back up system is also required. Hosts must obtain a microphone and back up player and speakers (amplifier may be necessary).
- For a Level 1-5 event, the compulsory music will be provided by the host club.
- Must have easy access to power outlet(s). Have back up extension cords available.
- Table and chairs for announcer and music person.

7.5.3 Medical

- Refer to the most current copy of the Technical Rules and Regulations as well as the current GymCan and/or FIG Code of Points.
- Have ice readily available.
- On-site First-Aid Certified medical personnel.

- Communicate the Emergency Action Plan (EAP) to necessary members (first aid volunteer, Floor Manager, Head Judge).
- Fully supplied first aid kit on-site.

7.5.4 Set-Up

- Consult the current technical rules and regulations for equipment standards and 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:
 - o Set up equipment parallel to the walls whenever possible.
 - o 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 (if applicable). Carefully check existing floor plates in high school gyms for load capacity. If any questions exist, free standing equipment is recommended.
 - o 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.
 - o 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.
 - o Label springboards by event to ensure that the springboard used during warm-up is used during the competition.
 - o 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.
 - o Have extra chalk, water bottles, beat board springs, 'sting' mats, tables, chairs and bar rails on hand.
 - o It is recommended to have extra bar 'slider' pulls on hand as they often become stripped due to overuse.
 - o Athlete and coach 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.
 - o Position the Chief Judge's table as far away from spectators and competitor traffic as possible.
 - o Do not to position tables in a way that interferes with the gymnasts' mounts and/or dismounts.
 - o Allow ample space for falls or wayward dismounts.

- o Judges' tables should be placed parallel to the equipment and as far away from the apparatus as space will allow.
- o Some competitions may require Line Judges for floor and vault
- o 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.

7.6 Event Directive

- The Event Directive for your competition should be circulated near the beginning of the competitive season.
- The Event Directive serves as your invitation to your competition.
- Make your competition appealing for other clubs to attend. The Event Directive is the first opportunity to do so.
- The Meet Director is responsible for submitting the Event Directive with the Bid to Host application to the Program Manager for approval and posting/distribution.
- Any changes to the directive after it has been submitted should be highlighted and reposted and sent to clubs. The updated directive is to be sent to GO for re-posting on the GO website calendar.

7.6.1 Requirements

- 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.
- Any changes to the regulated OCP Warm-Up format must be sent in the Bid to Host and approved before being published in the Event Directive. If approved, any modifications must be posted in the Event Directive.
- For National Stream events you will need to communicate what levels are being offered and that you are following GymCan standards.
- Equipment specifications:
 - o 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 Event Directive.
 - o Type of equipment, as follows:
 - VAULT

- Length of vault runway (if less than 25m)
- 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 (or the make of the bars)
 - 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 (Soft-Touch, crank or peg adjusters)
 - Type of beat board being provided (spring, Budapest, etc.)
- FLOOR
 - Spring or cube floor
- o 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 Event Directive
 - Sent to participating club, CCJ (and judges)
- Awards information:
 - o Medals, ribbons, trophies?
 - o What placement do the awards go to?
 - o Team awards?
- Registration information:
 - o Registration fee
 - o Deadline date specifically stating that the complete registration and a club payment for the total amount owing must be received by the host club on or before the deadline date.
 - o Deadline for level changes. It is recommended that this deadline is 9-10 weeks before the event so that the schedule can be completed with the most accurate category numbers.
 - o Late registration fee must be clearly outlined in the Event Directive 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.
 - o Refund policy must be clearly stated – 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 (if not using scoring platform)
- Vendors at meet with any timelines/deadlines for ordering
- Directions (map and written)
- Accommodation information and map

7.6.2 Registration Form

If you are choosing to use a paper or electronic registration form, the following information must be included:

- 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
- 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

7.6.3 Registration Process

A sample Event Directive is provided on the Gymnastics Ontario website.

7.6.3.1 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 the KSIS Scoring Platform or a combination of both

7.6.3.2 Tour Selection/Ontario Championships:

- Registration information sent to all clubs by Gymnastics Ontario
- Registration and payments are due to the host club by the deadline communicated in the Event Directive and registration form/information
- 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 late registrations and payments

7.7 Schedule

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. Your schedule also helps determine your judging panels. 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.

7.7.1 Schedule Responsibilities

- Tour Selection & Ontario Championships:
 - o The schedule is determined by the EM and the WPM.
- Level 3-10 Qualifying & all Invitational Competitions:
 - The Host Club is 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 a minimum of 8 weeks prior to the competition and posted on the GO website a minimum of 4 weeks prior to the competition. The sooner your schedule is finalized the sooner you can communicate it to clubs for planning and secure/finalize your judging panels.

7.7.2 Components of the Schedule

- Type of Competition Format:
 - o 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.
 - o 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**
 - o 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.
- **Coaches Meetings & Debriefs**
 - o Coaches meetings with CCJ prior to March-In to welcome coaches and give them any necessary information regarding your competition are approximately 5 min
 - o Coach-Judge Debrief that occur after the final apparatus approximately 5-10 min. Be sure to allow time for this in your schedule.
- **March In**
 - o Usually 5-15 minutes (this allows for announcements to be made as well).

- o If you have an experienced set of volunteers organizing march-in, the time allotment may be 5 minutes. Less experienced volunteers will need more time.
- **General Warm Up**
 - o Usually 15 minutes (dependent on the level and type of competition (National or Youth may require a 20-30 minute warm up).
- **Competition** (rotations)
 - o The earliest allowable competition start time is 8:30am. See sample schedules.
- **Awards**
 - o If awards will be held in a separate area you do not 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 to 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 in that session.

7.7.3 Important Notes

- In Women's Artistic Gymnastics, the OCP competition format is used. This is the traditional format where 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.
- No alterations to the competition format are permitted, unless approved in advance by WTC.
- ODP is not to be scheduled at the same time as an OCP competition unless there is a separate gym.
- Any requested 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 Event Directive.
- Reference the Technical Rules and Regulations in the WAG section of the Gymnastics Ontario website for details regarding the competition/warm up formats.
- Level 1-10 are allowed on the same day, same gym/panel if:
 - The appropriate level of judges are assigned for the highest level athlete competing. Suggest start with highest level judges.
 - 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.
- Track registrations as they come in. Keep 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 the 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 club should be given the option to either change the category of the athlete (within the GO guidelines) or receive a refund.
- It is always recommended that there is a separate area for awards. This allows for more flexibility with the schedule as the awards time will not impact the timing for the next session.
- The maximum number of athletes for all competitions where a single set of equipment is used is 40 per session. The maximum number of competitors per rotation/group is 10. Reminder to keep in mind when warm-ups need to be split as that can add time to your schedule.
- 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.
- Be sure to check the warmup 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. The age of the athlete often impacts the schedule. Younger athletes are less experienced and therefore take longer to prepare (get on the beam for warm up, move to the next event, etc.).
- Breaks for Judges:
 - o Meet Directors should send their schedules to the CCJ or EM to review before it is sent out. It is not the intention that the CCJ has final say on the schedule but rather another set of eyes checking times, etc.
 - o more than 4 hours and less than 8 hours - one 30 minute break
 - o more than 8 hours - two 30 minute breaks
 - o 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:
 - o $\# \text{ of athletes in a rotation} \times \text{the allotted athlete time (listed in the scheduling summary)} \times \# \text{ of rotations} / 60 \text{ minutes}$. Always round up.
- For combined level 3-10 qualifiers, level 1-5 should compete on Friday with level 6-10 on Saturday and Sunday.
- All qualifying competition schedules must be sent to the EM for approval no later than 8 weeks before the event and posted on the GO website a minimum of 4 weeks prior to the competition.

7.7.4 Creating the Sessions (Grouping Athletes)

- 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:

- o Gymnasts competing in the same level should always be kept in one competitive session.
 - o Whenever possible the number of competitive levels in each session of competition should be kept to a minimum.
 - o It is important to keep similar levels in the same session whenever possible. Example: 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).
 - o Do not mix level 1-3 athletes 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).
 - o Level 1-5 (compulsory), Xcel and Level 6+ (optional) athletes should not be mixed in the same session unless more than one set of equipment is being used.
- 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.
 - Determine the number of rotations per session. The traditional number is 4. Sometimes 5 if a rest station is needed (though discouraged).
 - Organize the athletes by level. If there are level 6 and 7 athletes in the same session, group the level 6 athletes together and the level 7 athletes together.
 - After the above is considered, attempt to arrange gymnasts from the same club in the same rotating group. If there is more than one level in the session, grouping the same level together takes priority over keeping the club together.
 - 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.
 - 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. Regardless of the number of rotations, a session should not exceed 40 athletes.
 - It is best to have the largest group start on vault or beam. Beam and vault tend to be the longest rotations.
 - 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, it is best that the age categories are named as the year of birth as opposed to “age 9” (or put both).

7.7.4.1 Rotation Examples

Session Example #1 (4 rotations):

Category: Level 5 (2008) – 35 athletes

Divide the number of athletes by the number of rotations (35 / 4 rotations = 9 9 9 8)

Group 1 (Vault) | 9 athletes

Group 2 (Bars) | 9 athletes

Group 3 (Beam) | 9 athletes

Group 4 (Floor) | 8 athletes

Session Example #2 (5 rotations):

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

Divide the number of athletes by the number of rotations (40 / 5 rotations = 8 8 8 8 8)

Group 1 (Vault) | 8 athletes

Group 2 (Bars) | 8 athletes

Group 3 (Rest) | 8 athletes

Group 3 (Beam) | 8 athletes

Group 4 (Floor) | 8 athletes

7.7.5 Calculating Schedule Times

- Scheduling formula (see WAG Scheduling Summary Chart):
 - o # of athletes in a rotation x the allotted time per athlete (listed in the scheduling summary) x # of rotations /60 minutes. Always round up.
 - o Round up even further for the first session of the day as it may take everyone a session to get into the swing of things.
 - o If the event is early in the season it is best to allow for more time. If the event is later in the season you should still round up but are not required to be as generous.

7.7.5.1 Schedule Example 1

Please note that the calculations are based on exact timing. Leave extra time for athletes to move from one rotation to the next or potential issues.

4 Session Day, awards on competitive floor:

`Your Club` 1st Annual Gymnastics Competition January 8 & 9, 2021				
Schedule for Saturday, January 8, 2021				
	Session 1 (40 athletes) Level 1& 2	Session 2 (37 athletes) Level 3	Session 3 (32 athletes) Level 4 & 5	Session 4 (31 athletes) Xcel Silver
Registration	7:30am-8:00am	9:30am-10:00am	12:45pm-1:15pm	3:30pm-4:00pm
March-In	8:00am-8:15am	10:45am-11:00am	1:45pm-2:00pm	4:30pm-4:45pm
Warm-Up	8:15am-8:30am	11:00am-11:15am	2:00pm-2:15pm	4:45pm-5:00pm
Competition	8:30am-10:15am	11:15am-1:15pm	2:15pm-4:00pm	5:00pm-6:30pm
Awards	10:15am-10:45am	1:15pm-1:45pm	4:00pm-4:30pm	6:30pm-7:00pm

Competition time has been calculated using the following formula:

- Session 1
 - o Use the per athlete time for the highest level (Level 2).
 - o 4 rotations, 10 athletes per rotation.

- o Level 2 athletes get 1 minute to warm up. A routine will be a maximum of 40 seconds (beam and floor) and will take approximately 30-45 seconds to judge. Therefore, the time allotted per athlete will be 2 minutes and 25 seconds.
- o 10 athletes in a rotation multiplied by 2.45 minutes per athlete is 24.5 minutes per rotation.
- o 4 rotations multiplied by 24.5 minutes each is a competition time of 98 minutes. Divide 98 minutes by 60 (to figure out how many hours your session will be) and you get 1.63 hours. Round up to 1.75 hours for the competition time.
- o Please note that this is exact timing. Leave extra time for athletes to move from one rotation to the next or potential issues.
- Session 2
 - o Registration time is scheduled to finish $\frac{1}{2}$ an hour before the March-In time is to begin.
 - o March-In time is based on when the awards finish.
 - o 4 rotations, 10 athletes in one rotation, 9 athletes in 3 rotations. Use the number of athletes in the largest rotation when doing your calculations (10).
 - o Use the per athlete time for the highest level (Level 3).
 - o Level 3 athletes - 1 minute warm up. Routine - maximum of 55 seconds (beam) and approximately up to 1 minute to judge. Therefore, the time allotted per athlete will be 2 minutes and 55 seconds.
 - o 10 athletes in the largest rotation multiplied by 2.92 minutes per athlete is 29.2 minutes per rotation.
 - o 4 rotations multiplied by 29.2 minutes each is a total competition time of 116.8 minutes. Divide 116.8 minutes by 60 (to figure out how many hours your session will be) and you get 1.95 hours. Round up to 2 hours for the competition time.
- Session 3
 - o Registration time is scheduled to finish $\frac{1}{2}$ an hour before the March-In time is to begin.
 - o March-In time is based on when the awards finish.
 - o 4 rotations, 8 athletes in each rotation. Use the number of athletes in the largest rotation when doing your calculations (8).
 - o Use the per athlete time for the highest level (Level 5).
 - o Level 5 athletes - 1 minute warm up. Routine - maximum of 1 minute, 10 seconds (beam and floor) and approximately up to 1 minute to judge. Therefore, the time allotted per athlete will be 3 minutes and 10 seconds.
 - o 8 athletes in the largest rotation multiplied by 3.17 minutes per athlete is 25.36 minutes per rotation.
 - o 4 rotations multiplied by 25.36 minutes each is a total competition time of 101.44 minutes. Divide 101.44 minutes by 60 (to figure out how many hours your session will be) and you get 1.7 hours. Round up to 1.75 hours for the competition time.

- Session 4
 - o Registration time is scheduled to finish ½ an hour before the March-In time is to begin.
 - o March-In time is based on when the awards finish.
 - o 4 rotations, 7 athletes in one rotation, 8 athletes in 3 rotations. Use the number of athletes in the largest rotation when doing your calculations (8).
 - o Use the per athlete time for the highest level (Xcel Silver).
 - o Xcel Silver athletes – 45 second warm up. Routine - maximum of 50 seconds, and approximately up to 45 seconds to judge. Therefore, the time allotted per athlete will be 2 minutes and 35 seconds.
 - o 8 athletes in the largest rotation multiplied by 2.58 minutes per athlete is 20.64 minutes per rotation.
 - o 4 rotations multiplied by 20.64 minutes each is a total competition time of 82.56 minutes. Divide 82.56 minutes by 60 (to figure out how many hours your session will be) and you get 1.38 hours. Round up to 1.5 hours for the competition time.

7.7.5.2 Schedule Example 2

Please note that the calculations are based on exact timing. Leave extra time for athletes to move from one rotation to the next or potential issues.

4 Session Day, awards in a separate area.

`Your Club` 1 st Annual Gymnastics Competition, January 11 & 12, 2014				
Schedule for Saturday, January 11, 2014				
	Session 1 (31 athletes) Level 6 & 7	Session 2 (28 athletes) Level 8	Session 3 (24 athletes) Level 8 & 9	Session 4 (24 athletes) Level 10
Registration	7:30am-8:00am	9:45am-10:15am	12:30pm-1:00pm	3:00pm-3:30pm
March-In	8:00am-8:15am	10:45am-11:00am	1:30pm-1:45pm	4:00pm-4:15pm
Warm-Up	8:15am-8:30am	11:00am-11:15am	1:45pm-2:00pm	4:15pm-4:30pm
Competition	8:30am-10:45am	11:15am-1:30pm	2:00pm-4:00pm	4:30pm-7:00pm
Awards	To follow in awards area	To follow in awards area	To follow in awards area	To follow in awards area

Competition time has been calculated using the following formula:

- Session 1
 - o Registration time is scheduled to finish ½ an hour before the March-In time is to begin.
 - o March-In time is based on when the awards finish. In this case awards are in a separate area.
 - o 4 rotations, 8 athletes in 3 rotations, 7 athletes in 1 rotation. Use the number of athletes in the largest rotation when doing your calculations (8).
 - o Use the per athlete time for the highest level (Level 7).

- o Level 7 athletes – 1.5 minute warm up (bars). Routine - maximum of 1 minute 30 seconds (floor) and 1 minute to judge. Therefore, the time allotted per athlete will be 3 minutes and 40 seconds.
- o 8 athletes in the largest rotation multiplied by 3.67 minutes per athlete is 29.36 minutes per rotation.
- o 4 rotations multiplied by 29.36 minutes each is a total competition time of 117.44 minutes. 117.44 minutes divided by 60 minutes is 1.96 hours. Round up to at least 2 hours. As this is the first session of the day, we will round up to 2.25 hours.
- Session 2
 - o Registration time is scheduled to finish $\frac{1}{2}$ an hour before the March-In time is to begin.
 - o March-In time is based on when the awards finish. In this case awards are in a separate area.
 - o 4 rotations, 7 athletes per rotation. Use the number of athletes in the largest rotation when doing your calculations (7).
 - o Use the per athlete time for the highest level (Level 8).
 - o Level 8 athletes – 2 minute warm up time. Routine - maximum of 1 minute 30 seconds and approximately 1 minute to judge. Therefore, the time allotted per athlete will be 4 minutes and 30 seconds.
 - o 7 athletes in the largest rotation multiplied by 4.5 minutes per athlete is 31.5 minutes per rotation.
 - o 4 rotations multiplied by 31.5 minutes each is a total competition time of 126 minutes. 126 minutes divided by 60 minutes is 2.1 hours. Round up to 2.25 hours.
- Session 3
 - o Registration time is scheduled to finish $\frac{1}{2}$ an hour before the March-In time is to begin.
 - o March-In time is based on when the awards finish. In this case awards are in a separate area.
 - o 4 rotations, 6 athletes per rotation. Use the number of athletes in the largest rotation when doing your calculations (6).
 - o Use the per athlete time for the highest level (Level 9).
 - o Level 9 athletes – 2 minute warm up time. Routine - maximum of 1 minute 30 seconds and approximately 1 minute 30 seconds to judge. Therefore, the time allotted per athlete will be 5 minutes.
 - o 6 athletes in the largest rotation multiplied by 5 minutes per athlete is 30 minutes per rotation.
 - o 4 rotations multiplied by 30 minutes each is a total competition time of 120 minutes. 120 minutes divided by 60 minutes is 2 hours. As this session is later in the day as well as a higher level (where scratches often occur) we can leave the competition time at 2 hours.

- Session 4
 - o Registration time is scheduled to finish ½ an hour before the March-In time is to begin.
 - o March-In time is based on when the awards finish. In this case awards are in a separate area.
 - o 4 rotations, 6 athletes per rotation. Use the number of athletes in the largest rotation when doing your calculations (6).
 - o Use the per athlete time for the highest level (Level 10).
 - o Level 10 athletes – 2 minute warm up time. Routine - maximum of 1 minute 30 seconds and approximately 2 minute 30 seconds to judge. Therefore, the time allotted per athlete will be 6 minutes.
 - o 6 athletes in the largest rotation multiplied by 6 minutes per athlete is 36 minutes per rotation.
 - o 4 rotations multiplied by 36 minutes each is a total competition time of 144 minutes. 144 minutes divided by 60 minutes is 2.4 hours. Round up to 2.5 hours.

7.8 Athlete Draw/Squads/Starting Order

- For Invitational and Qualifying Invitational Competitions:
 - o The host club is responsible for creating the athlete draw and circulating to participating clubs. Please follow the guidelines in the WAG Technical Rules and Regulations.
- For Team Ontario Selection Events and Ontario Championships:
 - o Athlete draw and rotation are the responsibility of the EM and WPM (through KSIS).
 - o The draft athlete draw will be completed 1 week prior to the competition start date.
 - o 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.
 - o The final athlete draw will be completed and distributed 2 days prior to the event date.
 - o The athlete draw is subject to change up to the competition time in consultation with the CCJ.
- Creating the athlete draw for your competition:
 - o 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.
 - o It is best to allow the scoring system to do a random draw. Often the default will be alphabetical. In this case, please use an online random picker, or draw names from a hat to select the event that clubs will start on.

- o 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.
- o You will now 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.
- o 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).
- o 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 manually to make the group numbers work properly.
- See the KSIS manual on the Gymnastics Ontario website (go to the WAG discipline page, then Competition Hosting).
- Competitive Order
 - o 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 group should first be organized by level, then by club within the level.
 - o 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 (within the level).
 - o 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.
 - o The order of the gymnasts within each team is determined by the team coach (exception: Team Ontario Selection and Ontario Championships).
 - Prepare athletes cards (templates are available on the GO website). The athlete cards are given by the coaches to the judges to provide the order and for judges to provide the scoring information.
 - The same gymnast or team should not go first on more than one event, where possible.
 - When there is a team/club of only one gymnast, that gymnast will be required to be first on an event only once, whenever 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.

7.9 Judges

Please see [Technical Rules and Regulations](#), Section G and GO website – [Judging Forms](#).

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).

- 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.
- The conclusion of the judge's honorarium is the scheduled end time of the competition.
- If the last competitor were to compete their routine more than fifteen (15) minutes after the competition's scheduled competition time the judges 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.

7.9.1 Securing Judges

Competitions	Dates	Judges
Tour Selection	November	CCJ and 3 Judges per panel assigned by GO
Level 6-10 Qualifiers	November– mid March	CCJ assigned by GO and 2 Judges per panel assigned by Host
Level 3-5 Qualifiers		
Invitational <i>*includes Invitational categories competing in the qualifying period</i>	November to June <i>**mid-March to June is invitational only</i>	
Level 6-10 Ontario Championships	April	CCJ and 3 Judges per panel assigned by GO
Level 3-5 Ontario Championships	April	CCJ and 3 Judges per panel assigned by GO (unless otherwise communicated)

- All judges must be GO certified. For information on securing judges/assessors please refer to the WAG Technical Rules & Regulations Section I (i.ii) 3.8 and Section G.
- The GO WAG Program Judging Assistant will assign judges to all 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 Qualifying Events and Invitationals a CCJ will be assigned by the GO WAG Program Judging Assistant and a minimum of 2 panel judges per apparatus must be secured/assigned by the host club. The CCJ can be contacted for assistance but is NOT responsible for obtaining the judges.
- The judges secured need to be able to meet a certain panel composition depending on the level of the athlete based on the following:

Type of Competition	Compulsory Level 1-5	Xcel Bronze, Silver, Gold	Optional Level 6-9	Level 10	Youth	High Performance
Judge Level # of judges per panel)	One L9+ & One L5+	One L9+ & One Xcel+	Two L9+	One L10+ & one L9+	One L10+ & one L9+	Two HP (can use one L10 N)
L5 (Compulsory) Judge	✓	not eligible	not eligible	not eligible	not eligible	not eligible
Xcel Judge	✓	✓	not eligible	not eligible	not eligible	not eligible
L9 Judge	✓	✓	✓	Can be 2 nd judge if needed	Can be 2 nd judge if needed	not eligible
L10 Judge	✓	✓	✓	✓	✓	Can be 2 nd judge if needed
National	✓	✓	✓	✓	✓	Can be 2 nd judge if needed
HP	✓	✓	✓	✓	✓	✓
Brevet	✓	✓	✓	✓	✓	✓

- GO sanctioned competitions will receive a publishable list and list of available GO judges from the GO office in early fall of that competitive season (following the completion of all yearly judging clinics). 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 panel requirements and structure as per Technical Rules and Regulations, Section G.
 - o Level 1-5 only will have one level 9 (or higher) judge and one level 1-5/Xcel judge assigned on each event.
 - o Level 6-10 will have two level 9 (or higher) judges assigned on each event.
 - o 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.
 - o The Meet Director must be familiar with the expected judging requirements for each competitive level (a compulsory level 1-5 judge may not judge level 6+).
 - o The Meet Director is responsible for securing and assigning the judging panels.
The Meet Director should communicate/confirm with the CCJ to ensure the correct level of judges are assigned for the level of competition/athlete.
 - o It is recommended that MDs with events on the same weekend work together to obtain their judges. Location is a very important factor in saving money for a host. Always try to use judges from your area.
 - o When confirming judges, be sure that you are aware where they are traveling from. You do not want to deal with hotel requests 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. Please see the tech regs for more information.

- o You must have a floating CCJ (not judging on a panel). A CCJ will assist you with keeping the event on track and running efficiently. This helps if for some reason a judge is ill or cannot make it, the CCJ can then take their place on a panel.
- o 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 using the Judging Panel template in the Judging Forms/Competition Hosting section of the GO website. If you leave this too long, they will assume you do not require them and will sign up for another event.
- o 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 are responsible to find a judge to replace them (same level or higher) and need to inform you and the CCJ who their replacement will be. However, if you have an alternate list, you can suggest a replacement judge.
- o You must inform the judges in advance if you are altering the competition format in any way (i.e.: using Capitol Cup format) for invitational competitions only. If your modification is approved by GO, judges must have the choice to judge this format before they sign up for your event. There are no modifications permitted for qualifiers, selection events or Ontario Championships.
- o The CCJ is required to send a copy of all panels to the WAG Program Judging Assistant a minimum of **6 weeks prior** to your competition. Competitions that do not have full panels could result in competition cancellation.

7.9.2 Judges' Packages and Information

- Prior to the competition (minimum 6 weeks prior), each judge should receive a package which must include:
 - o A copy of the Event Directive
 - o Competition venue name, address, directions and map (as provided by the Meet Director)
 - o Competition schedule and judges' meeting times and assignments
 - o Accommodation information (directions and map as received from the Meet Director). This can be completed closer to the competition, minimum 2 weeks prior.
- *Sending a link to where the event information can be found is also acceptable.
- Team Ontario Selection/Ontario Championships:
 - o The WAG Program Judging Assistant will assign a CCJ and judging panels.
 - o The rooming list will be prepared by the WAG Program Judging 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. This information will be provided to the host approximately 2 weeks prior to the event date.

- For Qualifiers & Invitational competitions:
 - 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.
 - 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.
- On-site, each judge should receive a package which includes:
 - Updated schedule and competition order.
 - Invitation to applicable social events.
 - Expense form for the CCJ.
 - Score sheets for the event they are judging (if using manual scoring).
 - Judging chits (if using manual scoring).

7.9.3 Judges' Meeting/Dining Room

- The judges' meeting/dining 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.

7.9.4 Judges' Expenses

- Each host club is responsible for payment of the judges as follows:
 - As per the Gymnastics Ontario judges' honorarium and mileage policy. Mileage has been increased to \$0.45 per kilometre.
 - 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.

7.9.5 Inquiries and Protests

- **See Section I (i.ii), 3.5 Routine Review.** All protests will be directed to the Competition Chief Judge, as per Women's Technical Rules and Regulations.
- 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 **(payable to the host club).**
- **There are no video protests at qualifiers or Level 3-5 Ontario Championships.**
- No protests are permitted at Invitational events, inquiries should be encouraged.

7.10 Scoring

For full scoring information, consult the KSIS Scoring Program Manual

7.10.1 Score sheets

- Score sheets are to be used as backup when the scoring 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 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 up to 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
 - o 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.

7.10.2 Printouts

- Prior to each session print out and distribute the following:
 - o Athlete cards
 - o Athlete draw for coaches (put in coaches' rooms or designated place on competition floor)
 - o Athlete draw for each judge on the judging panel and CCJ
 - o Athlete draws for announcers and vendor (ie. floor music/competition order)
- The final print-out for each session must include (coach verification & awards):
 - o Name and date of the event.
 - o Name of the competitive category.
 - o Athletes' names.
 - o Athletes' club.
 - o Athletes' scores and placings on each event.
 - o Athletes' all-around scores and placings.
 - o Athlete D Score/Start Value
- Athletes must be listed on the final print-out in the order of their all-around ranking.
- A printout for each apparatus and all around must be sent to the awards announcer.
- A copy of the results must be posted immediately following the CCJ confirming the competition is complete. The results should be posted in the gym for coaches to check/confirm scores in the 5 minute verification period after this time prior to the awards ceremony.

- After each session with team selection a printout must be provided to the WPM to identify the team/clubs being selected prior to awards ceremony.
- 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. The green alternative to printing hardcopies of score sheets is to notify parents that score sheets (for age 9+) will be available through the scoring system website or on the GO website/the host club website.

7.10.3 Information for flashing scores:

- All levels, age 7 & 8
Competition results for 7 & 8 year olds are not flashed and are available for coaches ONLY
- All levels, age 9 and older
The Start Value (SV) and Final Scores must be flashed for each apparatus. Preference for displays to also to have composition, bonus and neutral deductions show as well.

For all Gymnastics Ontario events and qualifiers, hosts are required to use the online KSIS Scoring Program. For more information, please obtain the KSIS Scoring Program manual found on the Gymnastics Ontario website.

7.11 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:
 - o 5 x the number of age categories/levels
 - o 5 represents Vault, Bars, Beam, Floor and All Around
 - o If you have 20 age categories $x 5 = 100$
 - o Therefore you need 100 of each place (100 1st, 100 2nd, etc.)
 - o This is the MINIMUM amount needed if there are no ties
 - o 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.
 - o If we use 20% as the overage, then you would need 120 of each place

8 WAG ONTARIO DEVELOPMENT PROGRAM (ODP)

The Ontario Development Program (ODP) was created with the Sport Canada Long Term Athlete Development principles in mind. It is designed to improve the level of physical preparation in our gymnasts, as well as the level and quality of gymnastics being performed in these age groups. The physical abilities and skill requirements aim to assist in developing a more "rounded" athlete using all areas of basic movement to increase basic skills, as well

as to help prepare the 7years +categories for the recently improved OCP program based on the Junior Olympic Program from the United States.

ODP is intended to provide a more positive introduction to competition and change the focus/philosophy regarding awards and rankings at competition for these young athletes. It provides an alternative for coaches and clubs to use this program for age 6 competitions to reinforce positive participation rather than competitiveness through ranking, as is the Ontario Guideline for gymnasts age 6 and under. It supplies athletes age 6+ with a good base for future development.

8.1 Program Structure

All athletes, coaches and assessors participating in the Ontario Developmental Program (ODP) must be registered with Gymnastics Ontario as per Section I (i.i), II) Program Structure.

The ODP program has two main age categories divided by age:

- 6 year olds
- 7yrs+

Each of these categories have 3 areas of physical abilities testing:

- FLEXIBILITY
- HANDSTAND DEVELOPMENT
- STRENGTH, POWER, ENDURANCE.
- The 7yrs+ age category also has single skills on Vault, Bars, Beam and Floor that will be evaluated.

8.2 Age Categories

- Age 6
 - Two levels of Physical Ability to be tested
 - “A” for advanced gymnasts and “B” for beginner gymnasts.
 - Program Technical Charts of goals for each athlete will be used for each physical test rather than a specific score.
 - Athletes will not be assessed for scores but will receive goal achievement feedback for each station.
 - All participants will receive an ODP Participation certificate.
 - Please find the certificate template available online www.gymnasticsontario.ca Clubs have the option to alter the certificate (to personalize etc.).
 - One additional award (medal or trophy) may be given out to these athletes but MUST be the same for each participant.
- Age 7yrs+
 - Five levels of Physical Abilities/Skills for ages 7+
 - ODP 1-5

- The ODP Scoring System is used for earning a percentage total for each area of Physical Abilities for each skill performed on all four apparatus (Vault, Bars, Beam, Floor).
- Physical Abilities:
 - Flexibility
 - Handstand Development and Strength
 - Power & Endurance
- The three areas of Physical Abilities plus the 4 apparatus, and the total percentage for all seven areas (all-around) will be awarded by a trophy or medal indicating "GOLD", "SILVER", "BRONZE" or "MERIT" score which are determined by WTC.
- Please note that each trophy/medal must be DISTINCTLY DIFFERENT (either different sized trophies, different colour medals or different colours of lanyards).
- A participation certificate must also be given out to each ODP athlete.
- Score sheets will be emailed or handed out to the coach/coaches of all ODP athletes so that specific areas of physical abilities and skills may be analysed and areas of success or areas needing improvement may be discussed at their home gyms.
- Score sheets are NOT for athletes or parents.

NOTE: The ODP Scoring System provided by Gymnastics Ontario is the ONLY scoring system that is to be used at ODP competitions.

8.3 Competition Set-Up

TIME FOR GYM SET UP: The ODP competition set up should take approximately 1.5hours. The set up in between sessions/flights should take less than 30mins.

8.3.1 Equipment List

2-3	1" or 2" rolls of green or blue painters tape (recommended as it does not cause sticky residue on floor/mats) For: Push up markings, bridge, handstand line against the box/wall, shuttle run marks, sprint start line
1	Roll of wide clear tape (packing tape) For: Holding the measuring tape down for middle splits
4	Rolls of 1-1&1/2" wide different coloured tape (red, green and two other colours) For: Rope climb markings
2	30cm rulers (in case assessors to do not bring their own) For: Splits
1	Set of trapezoid blocks/boxes, or other similar spotting-type blocks For: Handstands and middle splits
2	Wall space areas that can be matted or a block For: Handstand holds
1	Incline block (cheese) For: Handstands
1	Low beam

	For: Pike hip flexion
1	Set of parallel bars, or 1 set of adjustable parallel bars For: Pike hold
1	2-5cm thick mat (yurchenko pad/hand mat) For: Pike hold
1	Vault run way or other running surface, UNSPRUNG, minimum 25m in length For: 20m sprint
	Pit that can be covered with mats OR Portable resi pit + 2-5 20cm mats that can be piled to the following heights – 40cm, 60cm, 80cm and 100cm For: 20m sprint and vault skills
2	Blocks of chalk For: Bars skills, chin ups, leg lifts
1	Set of women's uneven parallel bars <u>AND</u> a <u>separate</u> bar/wall bar OR 2 single bars, 1 low <u>AND</u> 1 high <u>AND</u> a <u>separate</u> bar/wall bar for Leg For: Bars skills and Lifts/Reverse Leg Lifts
1	Adjustable beam set at a height of 110cm For: Beam skills
4	8 20cm safety mats For: 2 at bars, 1 at beam, 1 at floor
1	1 incline block For: Back handspring down incline for floor skills

8.3.2 Physical Abilities Stations

- 6 years old
 - FLEXIBILITY
 - Station 1: Right Leg Splits
 - Station 2: Left Leg Splits
 - Station 3: Middle Splits
 - Station 4: Pike Hip Flexion
 - Station 5: Long Bridge (Shoulder Flexibility)
 - HANDSTAND DEVELOPMENT
 - Station 6: Handstand Line and Balance
 - Station 7: Pike Hold
 - Station 8: Press and Hold (Static Press)
 - STRENGTH, POWER, ENDURANCE
 - Station 9: 20m Sprint
 - Station 10: Chin Ups
 - Station 11: Leg Lifts
 - Station 12: 3m Rope Climb
 - Station 13: Shuttle Run

- 7+ years old
 - FLEXIBILITY
 - Station 1: Right Leg Splits
 - Station 2: Left Leg Splits
 - Station 3: Middle Splits
 - HANDSTAND DEVELOPMENT
 - Station 4: Handstand Line and Balance
 - Station 5: Dynamic Press
 - Station 6: Casts
 - Station 7: Pike Hold
 - STRENGTH, POWER, ENDURANCE
 - Station 8: Chin Ups
 - Station 9: Reverse Leg Lifts
 - Station 10: Push Ups
 - Station 11: 3m Rope Climb
 - Station 12: Shuttle Run

8.3.3 Station Set-Up Guide

Station 1&2: Right and Left Leg Splits (all ages and levels)

Equipment Needed:

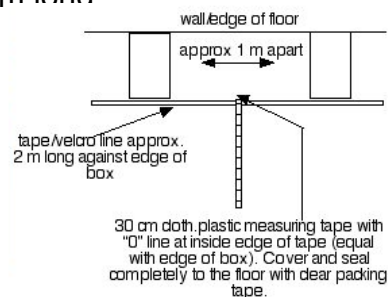
- 4" wide painter's tape, or velcro strip
- 2 30cm rulers for assessors to measure

Station 3: Middle Splits (all ages and levels)

Equipment Needed:

- 2'4" wide painter's tape or a strip of velcro approximately 2m long
- 1 cloth or plastic (soft) measuring tape at least 30cm long
- 2 trapezoid-type boxes with flat (vertical) ends
- clear packing tape
- Wall space or similar

Place 1 side of the flat ends of the 1 trapezoid-type boxes against a wall or similar straight edge, such as the floor edge, approximately 1m apart. Place a straight line with the painter's tape/velcro between the 2 boxes at the other end (NOT THE WALL END) approximately 2m long. The edge of the line must be against the edge of the box. From the



centre of the tape line in the inside (wall) edge, place the "0" line of the measuring tape perpendicularly to the tape line. The measuring must be completely taped down with the clear tape/packing tape.

Station 4 (6 years old) - Pike Hip Flexion

Equipment Needed

- Low beam with matting regulation depth beam

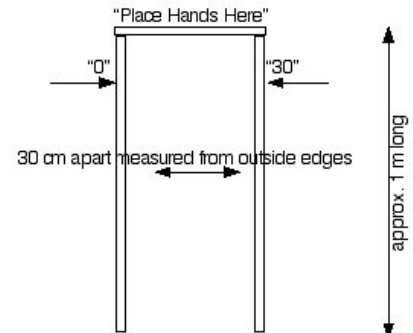
Station 5 (6 years old) - Long Bridge

Equipment Needed

- 1" wide painter's tape
- 1m ruler

Measure a corridor 30cm wide from the outsides of the tape (i.e. the tape is within the 30cm width) The corridor is approximately 1m long. On one tape mark, "0" and on the other mark "30cm". Place a line at one end of the corridor to join the two ends. With a permanent marker, write "place hands here"

Long Bridge set up diagram



Station 4-6 (7yrs+/6 years old) - Handstand Line and Balance

Equipment Needed:

- 2" painters tape or velcro
- Wall space
- Incline block (cheese)
- 2 trapezoid-type boxes that fit together one on top of the other

6 year old Level B and 7yrs+ ODP-1/2 : Place a 10 cm line with tape or velcro on the floor away from the wall. The outside edge of the line cannot be further than 10 cm Athlete performs a handstand on the wall or against incline mat, stomach facing in. Hands must be on line or closer to the wall/mat. **NOTE - 7yrs+ ODP 1&2 BEGINNERS MAY NOT USE THE INCLINE, THEY MUST PERFORM THE HANDSTAND AGAINST THE FLAT WALL SURFACE.**

6 year old Level A and 7yrs+ ODP-3/4: Against 2 boxes/blocks e.g. Trapezoid. Use the end of the boxes since the sides are angled. Athlete levers into handstand. Hands should be within two cm of the boxes. Athlete holds handstand up to 20 seconds and levers back out to stand. Fingers bending to balance is okay. The opposite end of boxes should be against a wall to prevent them from sliding. Only the head is against the box i.e. the back and shoulders should not be touching the blocks. The crown of the head is generally the placement on the box. Ears should be between the arms, eyes on the hands “looking through the eyebrows” with a neutral head position.

7yrs+ ODP-5: No set up required, athletes perform handstand on any surface - carpet, mat, beam at any height, single bar or on double parallel bars (must be shoulder-width apart and must have safety mats on one side in case the athlete falls).

Station 7 - Pike Hold (all ages and levels)

Equipment Needed:

- 2 adjustable parallel bars with matting underneath (gap cannot be more than 45cm from the top of the mats on the floor to the bar)
- 2 5cm mats (yurchenko pad/hand mat)

Place the bars side by side, and put the mat on top of the bars on one end.



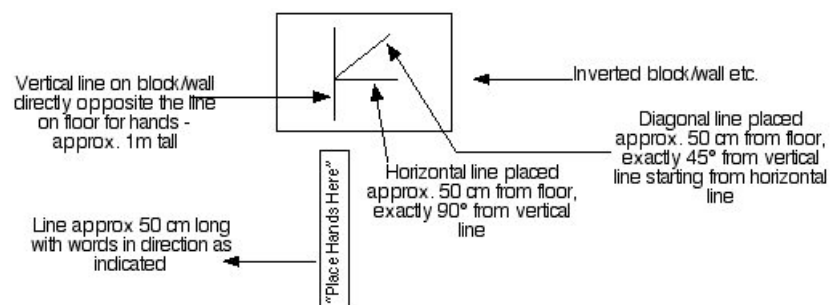
Station 8 (6 years old) - Press and Hold (Static Press) & Station 5 (7yrs+) - Dynamic Press

Equipment Needed:

- Floor or matted space
- A close wall OR a block inverted with lines drawn on (see picture)
- 2" painters tape (blue or green)



MEE



Station 6 (7yrs+) - Casts

Equipment Needed:

- 1 set of women's uneven parallel bars, or a single bar with appropriate matting underneath (minimum of 1m high from the mats to the bar)
- chalk

Station 9 (6 years old) - 20m Sprint

Equipment Needed:

- 1" painters tape or other brightly coloured tape
- 25m vault strip or greater
- matted pit OR portable resi OR padded landing area

Measure out 20m along a vault runway, placing a "start mark" at the "0" mark, and a "finish mark" at 20m. YOU MUST LEAVE A MINIMUM OF 3-4m AFTER THE 20m "finish mark" TO ALLOW ATHLETES TO "RUN THROUGH" the finish line/mark. The padded landing/resi mat is placed 3-4m past the 20m "finish mark".

NOTE: the tape is WITHIN THE RUNNING ZONE, which means the athletes toes will start at the edge of the tape on the "0" mark and NOT ON TOP OF THE TAPE.

Station 8/10 (7yrs+/6) - Chin Ups

Equipment Needed:

- High bar with 1-2 20cm mats underneath
- Podium or trapezoid boxes or other blocks for assessors to stand on (assessors should be head-height with the bar)

Station 9/11 (7yrs+/6) - Reverse Leg Lifts/Leg Lifts

Equipment Needed:

- Wall bar or high bar (should have 1-2 20cm mats underneath)
- **If using a high bar, there must be secure matting behind that cannot move when the gymnast performs her reverse leg lifts/leg lifts
- Any matting the athlete will hang against must be higher than the gymnasts' head and elbows
- If using a wall bar, the metal rails must be padded

Station 10 (7yrs+) - Push Ups

Equipment Needed:

- 4" painters tape OR velcro strip with 1" painters tape
- marker to write "Fingers placed behind this line" on the tape

Athlete's chin will lower to touch the velcro strip/tape, while the shoulders and chest lower straight down between the hands



Velcro strip OR 4" painters tape

Push Ups set up diagram

Station 11/12 (7yrs+/6) - 3m Rope Climb

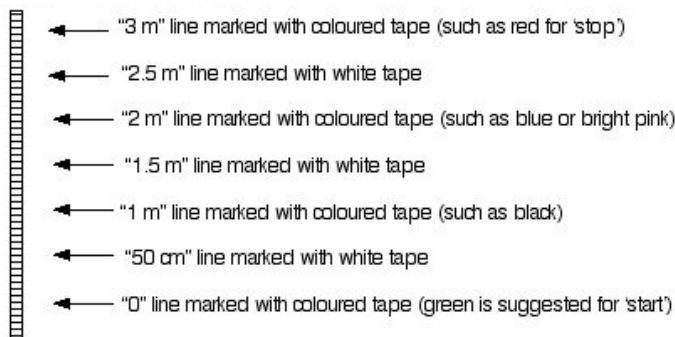
Equipment Needed:

- 3.5-4m Rope approximately 1 1/2" in diameter (standard athletic rope)
- 1-1&1/2" white tape
- 1-1&1/2" coloured tape - need 4 different colours
- permanent marker

There must be matting at the bottom of the rope, however when the gymnast is sitting on the mat, her head must not be higher than the "0" line, but must be able to reach the "0" line with bent arms, in order to initiate the first pull up on the rope.

With a permanent marker, mark lines around the rope at "0", "0.50m", "1m", "1.5m", "2m", "2.5m" and "3m".

Secure brightly coloured tape around 1, 2, 3m marks using a different coloured for each one (green for "0" and red for "3m" is recommended).



Station 12/13 (7yrs+/6) - Shuttle Run

Equipment Needed:

- Competition size floor
- Matting on one side of the floor so the gymnast is level with the floor when lying on their stomach with chin and hands on the line
- Floor markers to indicate 1/4, 1/2 and 3/4 lengths of the floor.

8.4 Competition Operations

8.4.1 Competitions

All ODP competitions are sanctioned under the Invitational Competitions. Please refer to Invitational Information in Section I(i.i) for further information.

- Registration and Fees

- All Invitational host clubs will stipulate registration fees
- Level of athlete determined by each club registering athletes

8.4.2 Assessors

Please refer to the Technical Rules and Regulations, Section G: Judging Professional and Operational Guidelines, Section J.

- ODP 6yr old Competitions
 - 4 assessors and 1 Chief Assessor is required for each session
- ODP 7yrs+ Competitions
 - 8 assessors and 1 Chief Assessor is required for each session

Assessor sign-ups are completed each season through **GO Google Form** and ODP working group works with the host clubs to assign assessors.

Assessors in training (AIT) are volunteers (ie. athletes 13 years old minimum) that can assist assessors count numbers. AITs are to be identified by clubs and submitted to ODP working group. Clubs to submit AIT availability two weeks prior to the competition. Number of AIT's permitted to assist depends on the number of gymnasts per session and approved by ODP committee.

8.4.3 Competition Schedule

The schedule is determined by host club. However, the schedule **MUST FOLLOW** these guidelines:

- ODP is not to be scheduled at the same time as an OCP competition unless there is a separate gym.
- 6 years old competitions are to be scheduled separately (in different sessions/flights) from the 7yrs+ competitions.
- 6 years old competitions may have a **MAXIMUM** of 40 athletes per flight, with a **MAXIMUM** of 8 athletes per group.
- 7yrs+ competitions may have a **MAXIMUM** of 32 Athletes per flight, with a **MAXIMUM** of 8 athletes per group.
- 7yrs+ ODP 5 (if numbers warrant i.e 4 or more ODP 5s) it is recommended that they be in a separate rotation/group from all other levels of athletes competing (due to the vault equipment requirements) to ensure smooth and efficient rotations.

NOTE if a 5th group of athletes must be created in order to comply with the maximum number of athletes per rotation **AND** the ODP level 5s being in their own group, a "REST" rotation may be added to the Rotation Schedule.

- Competition Order is organized by host club but clubs can request changes to the order.
- If the competition schedule is such that one participating club has athletes in more than 1 rotation of the same session/flight, **THE HOST CLUB MUST CONTACT THAT CLUB TO INFORM THEM OF THE SCHEDULE, AND REQUEST THEY ARRANGE FOR THE APPROPRIATE NUMBER OF COACHES TO ATTEND THE COMPETITION.**

- With the 6year old competitions, it is ideal to have more than 1 coach for 6 or more athletes, even if they are in the same rotation, as they may be split onto two different stations at the same time.

8.4.3.1 Registration

- Allow approximately 20mins for registration for all ODP Sessions.

8.4.3.2 Assemble for March In

- Allow approximately 5mins to organize the athletes by club to march-in.

8.4.3.3 March In and Introductions

- Allow for approximately 10 minutes - may need to be extended to 15mins for 1st session/flight of the day (Announcing/technical issues, Oh Canada etc.)

8.4.3.4 Warm-Up

- 15 minute general warm up per session (Both 6 years old AND 7years+ competitions)
- Late arrivals - if athletes are late due to extenuating circumstances, they are permitted to warm up and compete on all stations provided the 8th station has not been started yet. If the 8th station has started, they will be permitted to warm up and compete on the remaining stations 5 stations for 6 years old, and the remaining 4 stations for 7years+.
- 7yrs+ skills warm up - Each athlete will be allowed to warm up 2 of each vault skill on vault (the straight jump OR front handspring AND the stick drill or advanced vault drill). 30secs per athlete will be combined together for blocked time on Bars and Floor to a maximum of 4 minutes per group. A minimum of 1min and 30secs will be allowed for groups of 3 athletes or less. For beam, each athlete will be given a 45sec touch warm up, and the group will follow a "bump start" format for warm up and competition. There is no minimum or maximum time, as each athlete will be warming up separately.

8.4.3.5 Time/Athlete Equations

The following are time-per-athlete equations which may be used to determine the length of time the COMPETITION/ROTATION part of one session/flight of competition will take to complete. PLEASE NOTE the different times for different levels in the 7yrs+ categories:

- 6 years Old - 3.5mins per athlete x number of athletes in a session = Total time for "competition/rotations" portion of a session
- 7yrs+ - ODP 1&2 - 5.25mins per athlete x number of athletes in a session = Total time for "competition/rotations" portion of a session with these levels competing
- 7yrs+ - ODP 3-5 - 5.50mins per athlete x number of athletes in a session = Total time for "competition/rotations" portion of a session with these levels competing
- **NOTE that TOTAL TIME per session should be rounded up to the nearest 5 minutes

8.4.3.6 Awards

- If awards are in a different area than the competition, then they may be scheduled directly after the competition is done,
- Some time will still be needed to get all of the athletes' scores into the system (7years+).

- Parents/spectators will need time to clear out of the competition area to allow for the next session/flight of athletes, parents and spectators to move in, so schedule to start time of the following session/flight accordingly.
- If awards will be taking place on the competition floor, you will need to allow the same time for scores to be inputted however you will also need to plan for the length of time the awards presentation will take before scheduling the start for the next session/flight of competition.

8.4.3.7 Rotation Schedules

The Chief Assessor would prepare the schedule with the Meet Director. Below are sample schedules.

6 YEARS OLD COMPETITION	
ROTATION 1	
Right & Left Leg Splits (assessor 1) Middle Splits (assessor 2)	GROUP A
Press and Hold (assessor 3)	GROUP B
Long Bridge (assessor 4)	GROUP C
20m Sprint (assessor 5 & 6) Rope Climb (Chief assessor)	GROUP D

ROTATION 2	
Press and Hold (assessor 3)	GROUP A
Long Bridge (assessor 4)	GROUP B
20m Sprint (assessor 5 & 6) Rope Climb (Chief assessor)	GROUP C
Right & Left Leg Splits (assessor 1) Middle Splits (assessor 2)	GROUP D
ROTATION 3	
Long Bridge (assessor 4)	GROUP A
20m Sprint (assessor 5 & 6) Rope Climb (Chief assessor)	GROUP B
Right & Left Leg Splits (assessor 1) Middle Splits (assessor 2)	GROUP C
Press and Hold (assessor 3)	GROUP D
ROTATION 4	
20m Sprint (assessor 5 & 6) Rope Climb (Chief assessor)	GROUP A
Right & Left Leg Splits (assessor 1) Middle Splits (assessor 2)	GROUP B
Press and Hold (assessor 3)	GROUP C
Long Bridge (assessor 4)	GROUP D
ROTATION 5	
Handstand Line & Balance (assessor 1) Pike Hold (assessor 2)	GROUP A
Pike Hip Flexion (assessor 3)	GROUP B
Leg Lifts (assessor 4)	GROUP C
Chin Ups (assessor 5 & 6)	GROUP D
ROTATION 6	
Pike Hip Flexion (assessor 3)	GROUP A
Leg Lifts (assessor 4)	GROUP B
Chin Ups (assessor 5 & 6)	GROUP C
Handstand Line & Balance (assessor 1) Pike Hold (assessor 2)	GROUP D
ROTATION 7	
Leg Lifts (assessor 4)	GROUP A
Chin Ups (assessor 5 & 6)	GROUP B
Handstand Line & Balance (assessor 1) Pike Hold (assessor 2)	GROUP C
Pike Hip Flexion (assessor 3)	GROUP D
ROTATION 8	
Chin Ups (assessor 5 & 6)	GROUP A
Handstand Line & Balance (assessor 1) Pike Hold (assessor 2)	GROUP B
Pike Hip Flexion (assessor 3)	GROUP C
Leg Lifts (assessor 4)	GROUP D
ROTATION 9	
SHUTTLE RUN - all assessors, ALL GROUPS	

7+ YEAR OLD COMPETITIONS				
	GROUP A	GROUP B	GROUP C	GROUP D
1st ROTATION	Vault Skills Leg Lifts and Rope Handstands	Floor Skills Splits (right, left and Middle)	Beam Skills Pike Hold, Dynamic Press	Bars Skills Chin Ups and Casts Push-Ups
2nd ROTATION	Bars Skills Chin Ups and Casts Push-Ups	Vault Skills Leg Lifts and Rope Handstands	Floor Skills Splits (right, left and Middle)	Beam Skills Pike Hold, Dynamic Press
3rd ROTATION	Beam Skills Pike Hold, Dynamic Press	Bars Skills Chin Ups and Casts Push-Ups	Vault Skills Leg Lifts and Rope Handstands	Floor Skills Splits (right, left and Middle)
4th ROTATION	Floor Skills Splits (right, left and Middle) SHUTTLE RUN	Beam Skills Pike Hold, Dynamic Press SHUTTLE RUN	Bars Skills Chin Ups and Casts Push-Ups SHUTTLE RUN	Vault Skills Leg Lifts and Rope Handstands SHUTTLE RUN

****Shuttle Run may be started as soon as the floor is available - i.e. some Physical Abilities exercises can be moved off the floor to another area of the gym**

**If you feel that your gym is set up in such a way that a better rotation schedule (FOR PHYSICAL ABILITIES ONLY) can be followed to improve the efficiency of your ODP competition, please contact your Chief Assessor for input on the rotation schedule.

Please note:

1. Shuttle Run **MUST** be in the 4th rotation.
2. ODP 4 and 5 vault takes longer, therefore, Handstands should be moved to beam for these levels.

8.5 Assessments/Scoring Sheets & Programs

8.5.1 ODP 6 year old Assessment Forms

- Age 5&6 year old competitions are not judged nor scored.
- One Assessment Form must be printed out for each athlete and will rotate around with the athletes. Their name, club, the name of the competition and the date written on it. "A" or "B" must be circled at the top right-hand corner to indicate which level goals they will be striving to meet.
- These assessment forms may be divided by club and given to the coach/coaches from each club at the beginning of each 5&6 year old competition session.
- THESE ASSESSMENT FORMS ARE NOT TO BE SHARED WITH PARENTS.

8.5.2 ODP Scoring System – age 7+ Competitions

- Official ODP Score Sheets, are to be used by the Assessors and are available through the Women's Program Manager at Gymnastics Ontario.
- Make sure you do not change any of the existing information in any of these file.

- The ODP Scoring System for 7yrs+ Competitions is broken up into 3 different sections:
 1. ODP 7yrs+ Registration + Physical Abilities & Skills Score Sheets
 - You will need to use this file to create a different document FOR EACH SESSION/FLIGHT of competition.
 - The tab at the bottom of this excel file called "Registration" can be filled out with the athletes' first and last name, club and level, as well as the name and date of the competition.
 - As you are creating the "Registration" page you must place the athletes in the correct rotation of your choice in order for the "Physical Abilities Score Sheets" and "Skills Score Sheets" to be auto-filled correctly. Rotation 1 through 4 are indicated on the registration tab. Each rotation may only contain a maximum of 8 athletes for a total of 32 athletes per session/flight of competition.
 - Once you have filled out the registration page, the information should have carried over to the other two tabs at the bottom of the excel file called "Physical Abilities Score Sheets" and "Skills Score Sheets". Each group of 8 or less athletes will start at a different event.
 - 4 copies each of the "Physical Abilities Score Sheets" and "Skills Score Sheets" must be printed out (i.e. there will be 4 copies of each rotation printed out for both Physical Abilities and Skills Score Sheets). These score sheets must be given to the Chief Assessor to be handed out to the assessors. NOTE: Physical Abilities and Skills scores are entered into the Master Scoring System ONLY. No scores are to be inputted into the "Registration + Physical Abilities & Skills Score Sheets" file.
 - After each rotation is complete, all Physical Abilities and the Skills Score Sheets must be sent to the HEAD SCORER. **The 4th Rotation should also include Shuttle Run scores before the score sheets are sent to the head scorer.
 - The scores should then be entered into the Master Scoring System.
 2. ODP Assessors Skills Deductions Sheets
 - ALL assessors should have their own copies of Skills Deductions Sheets. However, it may be helpful to have a few on hand just in case. These sheets are to be used as a reference by the assessors when evaluating the athletes performing their physical ability stations and event skills. Once again, these sheets are NOT for parents or athletes.
 - PHYSICAL ABILITIES AND/OR SKILLS SCORE SHEETS ARE NOT TO BE SHARED WITH ATHLETES OR PARENTS.
 3. ODP Master Scoring System
 - The Master Scoring System is where ALL RESULTS - both Physical Abilities Scores AND Skills Scores will be entered.
 - The Master Scoring program will determine what award/medal each athlete receives (Gold, Silver, Bronze or Merit). Once ALL scores have been entered, clubs may choose to print out copies for COACHES ONLY, or they may choose to email them to the club for review.

9 MEN'S ARTISTIC GYMNASTICS (MAG)

9.1 Men's Artistic Competitions

The following information should be used in conjunction with the most current copy of the following documents:

- Gymnastics Ontario (GO) Men's Artistic Technical Rules and Regulations:
 - Section G – MAG Judging Polices and Guidelines
 - Section I – MAG Technical Rules and Regulations
 - MAG Technical Information Bulletins
- Gymnastics Ontario MAG Program:
 - MAG Developmental Pathways (MDP) – Demo 1, Demo 2 and Ontario Open
 - MAG Invitational Pathways (MIP) – Ontario 1, 2, 3, 4 and Provincial Open
- Gymnastics Canada (GymCan) Canadian Provincial Pathways (CPP) – Provincial 1 and 2
- Gymnastics Canada (GymCan) Canadian Provincial Pathways (CEP) – Provincial 3, 4, 5 and National Open
- Gymnastics Canada Elite Pathways – Aspire, Junior and Senior
- International Federation Gymnastics (FIG) Code of Points
- FIG Thechnical Regulations
- FIG MAG Newsletters

A copy of all documents listed above are available for free at their respective federation websites:

- Gymnastics Ontario - www.gymnasticsontario.ca
- Gymnastics Canada - www.gymcan.org
- International Federation Gymnastics - 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)).

9.2 Categories of Competitions

9.2.1 Invitational

- A Bid to Host application must be completed in order to receive sanctioning for an invitational
- Gymnastics Ontario MAG Developmental and Invitational Pathways Rules (MDP and MIP) must be adhered to in order to receive sanctioning.
- May include all Ontario and GymCan categories; Demo 1 to 2, Ontario Open, Ontario 1 to 4, Provincial Open, Provincial Levels 1 to 5, Aspire, National Open, Junior and Senior
- Some modifications are acceptable (i.e.: hosting a “Pairs/Partner” event) but competition rules (including warm-up variations, judging requirements) 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 Men’s Technical Rules and Regulations it must be clearly defined and sent in along with the Bid to Host application for approval.

9.2.2 Team Ontario/Tour Selection Meets

- The annual Team Ontario Selection Meet is open for bids every year as part of the bidding to host the Ontario Cups.
- A Bid to Host application must be completed in order to be considered as a host.
- Categories (Levels) are described in the Gymnastics Ontario “MAG Rules and Regulations – Section I” document available online at the Gymnastics Ontario Website on the MAG page.

9.2.3 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

9.2.4 National

- Any competitions hosting Open, National Open, Developmental Junior, National Junior, Developmental Senior, and National 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.
- GymCan standards will be followed. Any deviations must be included in the Bid to Host and approved by the Gymnastics Ontario.

9.2.5 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 GymCan. 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 GymCan 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).

9.2.6 Recommended number of competitions on a 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

9.3 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. In the following pages are a potential list of necessary sub-committees, and it includes the:

- Meet Director
- Floor manager
- Hosting Coordinator
- Team Marshals
- Chief Score
- Assistant Scorer
- Event Scorer
- Flashers
- Runners

- Timer
- Registrar
- Awards Coordinator
- Announcer and Commentators
- Equipment Team Coordinator
- Admission Coordinator
- Concessions Coordinator

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

9.3.1 Meet Director

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
Sending the Directive 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 Directive for review and posting
Collecting all registrations and payments	Invoice clubs for their registrations and collect all 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 KSIS 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	

9.3.2 Floor Manager

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	

9.3.3 Hosting Coordinator

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 - Section G)

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

9.3.4 Team Marshals

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
Leading the groups from event to event	
Leading the groups for march-in and awards	

9.3.5 Chief Scorer

INVITATIONAL	CUPS/TEAM ONTARIO SELECTION/ONTARIO CHAMPIONSHIPS
Securing a computer and printer (if not using KSIS) 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 KSIS)	

	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 shown as athletes are not ranked.	
<p>Entering all scores into the computer (with manual system) and providing a printout that includes:</p> <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 	

9.3.6 Assistant Scorer

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)	
<p>Obtaining the following supplies necessary to perform his/her task (if manual scoring is used):</p> <ul style="list-style-type: none"> • Calculator (for manual verification if needed) • Pencils, erasers and stapler • Score sheet 	
When computerized scoring is used (Proscore, KSIS) the assistant will help the Chief Scorer wherever deemed necessary	

9.3.7 Event Scorers

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	

9.3.8 Flashers

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	

9.3.9 Runners

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	

9.3.10 Timers

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	

9.3.11 Registrar

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.).	
Ensuring all participating coaches are properly certified. Coaches are required to show their Digital Coaching ID accreditation to be allowed floor access.	

9.3.12 Awards Coordinator

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 script	Coordinating the Awards Presentation, 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 (see the MAG Ontario Regional Program , for the award protocols and award announcement order: https://www.gymnasticsontario.ca/men/mag-ontario-rules-regulations/)	
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)	

9.3.13 Announcer

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	

9.3.14 Equipment Team Coordinator

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.	

9.3.15 Admission Coordinator

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	

9.3.16 Concessions Coordinator

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.	

9.4 Competition Venue

9.4.1 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 MAG Ontario Regional Rules, 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)

9.4.2 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, the host must ensure that the heat/air conditioning is scheduled to be turned on over the weekend and that the 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.
- **There are NO CORRAL on MAG meets. Designated sitting area** (benches, chairs, or spotting blocks) beside the apparatus **must be provided** for athletes and coaches.
- Coaches should have easily accessibility to the coaches/athletes refreshment area, change rooms and washrooms.

9.4.3 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 a designated area beside each event to sit, either on benches, chairs, spotting blocks, etc. Ensure seating areas are not too close to the 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

9.4.4 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

9.4.5 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.

9.4.6 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 designated sitting areas 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 the request was submitted, in writing, to GO)

9.4.7 Directional Signs

- Competition gym
- Training gym (if applicable)
- Change and/or washrooms
- Judges' room
- Coaches' area
- Cafeteria/concessions
- First aid/medical area
- Awards area (if applicable)
- Emergency exits

9.5 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, in the Ontario Regional Rules, in the GymCan Provincial and Elite Pathways and in the FIG MAG Code of Points.

9.5.1 Audio

- **Background music is allowed and highly encouraged to be playing during the entire duration of MAG meets.**
- 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 music player with speakers
- Easy access to power outlet(s)
- Table and chairs

9.5.2 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

9.5.3 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' **designated sitting areas on each event** must be easily accessible from 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.

9.6 Event Directive

The registration package for your competition should be circulated near the beginning of the competitive season. The Event Directive (formally known as Call to Meet) serves as your invitation to your competition. You need to make your competition appealing for other clubs to attend and the Event Directive is the first opportunity to do so. The Meet Director is responsible for submitting the Event Directive to the MPM for approval and posting/distribution.

The Event Directive is generated automatically from the data provided by the host club in the Google Form when submitting the bid to host The MAG program manager will submit a proof of the document for approval prior releasing the directives to the MAG Community.

9.6.1 The Event Directive 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 GymCan 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 Directive
- 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 Directive, 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

9.6.2 Registration form must include (Invitationals ONLY)

- 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 the amount to be paid for each participant

9.7 Scheduling

9.7.1 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 National Open, Junior and Senior categories will have approximately 10 minutes (up to 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)

9.7.2 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.

9.8 The Athlete 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 the 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

9.9 Judges

9.9.1 For Ontario Cups and Ontario Championships

The GO MPM will forward a copy of the approved Directive 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 Directive
- 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 – Please, see the Rules and Regulations – Section G: MAG Judging Policies and Guidelines for further information.

9.9.2 For Invitational Competitions

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

Only MAG Judges members of Gymnastics Ontario and certified for the current season are allowed to judge on Invitational Competitions.

9.9.3 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, Section G - Judges Policies and Guidelines).

9.10 Scoring

9.10.1 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-around awards and team results. The Chief Scorer is thus responsible for:
 - Checking event sheets
 - Calculate any tiebreak for all events and and all-around
 - 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

9.10.2 Protest Procedure

- Protests will only be considered on the basis of content (i.e., difficulty, combination, bonus).
- Only one coach from a club may ask the Apparatus Head Judge a clarification of his gymnast's D score after the score is flashed, but he/she may in no way interfere with the judging of a routine in progress.
- The Apparatus Head Judge and his/her panel may review the difficulty of the gymnast's routine and if necessary, adjust the gymnast's D score.
- If the clarification or resolution from the Apparatus Head Judge is not accepted by the athlete's coach, then a formal inquiry must be submitted to the Chief Judge of the section event using the "MAG Meet | D-Score Inquiry" form together with a fee of \$20, 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). The fee is refunded for a valid inquiry.

9.11 Awards

9.11.1 Awards for Ontario Cups

- In case of ties, MAG uses the FIG tiebreaking rules to rank athletes for awards for all events and the all-around.
- Awards are presented in a nested order according to the following hierarchy: (1) by event following the Olympic order, then (2) by competitive level, and (3) by age group category. The Special Award for the highest all-around E-score is presented after all age categories receive their AA awards. Please, refer to the most up-to-date Ontario MAG Program document for details and examples.

- Each Ontario Cup host club may choose the type of medals and ribbons to be presented.
- A special award is awarded for the highest all-around E-score for each category and age group. If an age category has multiple groups (e.g., P3 | U13 A, P3 | U 13 B and P3 | U13 C), only one special award is given to the entire category.
- Medals are awarded for 1st to 3rd for all categories
- Ribbons are awarded as follows:
 - 4th to 8th for categories P1, P2, and P3 UNDER 13.
 - 4th to 6th for categories P1, P2, and P3 13 years old and older.
 - 4th to 6th for categories P4, P5, A, and NA
 - No ribbons for categories O, NA, DJ, NJ, DS, and NS.
- In the event of a tie remains after using the FIG tiebreaking rules, drop placing does NOT occur for Provincial Streams; Levels 1 to 5, and Aspire.
- Awards at Ontario Cups (all provincial and national stream categories) will be presented to the top athletes in each competitive category.

9.11.2 Awards for Invitationals

- Each Invitational host club may choose the type of medals and ribbons to be presented.
- Awards at Invitationals will be presented to the top athletes in each competitive category.
- Awards are presented in a nested order according to the following hierarchy: (1) by event following the Olympic order, then (2) by competitive level, and (3) by age group category. Please, refer to the most up to date Ontario MAG Program document for details and examples.

10 TRAMPOLINE AND TUMBLING GYMNASTICS (TG)

10.1 TRA, DMT & TUM Competitions

The following information should be used in conjunction with the most current copy of the GO Trampoline Gymnastics (TG) Technical Rules & Regulations, as well as the current FIG Trampoline Code of Points. Please contact the GO Trampoline Gymnastics (TG) Program Manager (TGPM) with any questions.

The competition schedule for all Trampoline, Tumbling, and Double-Mini Trampoline Ontario Cups, selection competitions and Ontario Championships being held the following competitive season, is determined at the annual GO Trampoline Gymnastics Technical Assembly. Any

club wishing to host a competition must submit, to the TGPM at Gymnastics Ontario, a completed Bid to Host application.

10.2 Categories of Competitions

10.2.1 Invitationals/Interclub Cups

- A Bid to Host application must be completed in order to receive sanctioning for an Invitational/Interclub Cup
- May include all Levels; Interclub, Levels 1-5, Open, Junior & Senior

10.2.2 Ontario Cups

- The Ontario Cups are open for bids every year
- A Bid to Host application must be completed in order to be considered as a host
- Disciplines include trampoline (individual and synchronized), double-mini trampoline & tumbling
- Categories include Levels 1-5, Open, Junior & Senior

10.2.3 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
- Disciplines include trampoline (individual and synchronized), double-mini trampoline & tumbling
- Categories include Levels 1-5, Open, Junior & Senior

10.3 Committee and 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 Coordinator. Here is a potential list of necessary sub-committees. All should be included but your organization is not limited to this list.

Meet Director

Volunteer Coordinator

Floor Manager

Hosting Coordinator

Team Marshals

Chief Scorer

Assistant Scorer

Event Scorers

Flashers

Runners

Timers

Equipment adjusters

Registrar

Awards Manager

Announcer/Audio

Equipment Team Manager

Admissions Manager

Concessions/Vendor Manager

10.4 Competition Venue

10.4.1 Facility

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

- For all Ontario Cups, the facility must be available to start warm ups at 3pm on the Friday of the weekend of the competition.
- For Ontario Championships, the facility must be available to start warm ups at 8am on the Friday of the weekend of the competition.
- Competitive level and events being hosted (TRI, SYN, DMT, TUM).
- Ceiling height for TRI and SYN must be a minimum of 8 metres (as per the most current FIG Trampoline Code of Points). Also make note of any rafters, lighting, basketball nets or any other equipment that hangs down from the ceiling. There needs to be 8 metres free from obstructions.
- During synchronized competitions the trampolines must be parallel and not staggered. The distance between them, measured from the outer edges of the frames, must be at least 2 metres.
- The interior height of the hall for provincial and national stream double mini-trampoline competitions must be a minimum of 6 metres, as per the rules and regulations outlined in the current FIG Code of Points.
- The trampoline judges' platform should be 5 to 7 metres from the closest trampoline. Trampoline platforms need to fit 10 judges plus two scorekeepers and a video camera operator.
- Scoring table should be placed beside each judges' table and power outlet will be required for computer.
- Availability of the gym for equipment delivery and pre-event preparation.
- Male and female athlete change rooms.

- Adequate washroom facilities (both men's and women's).
- Judges and coaches meeting/dining room.
- Adequate and accessible parking.
- Cafeteria/concessions.
- Availability of all necessary tables, chairs, benches, etc.
- Availability of computers, photocopier, etc.
- Adequate seating for spectators (approximately seating to accommodate 2 times the number of athletes in the largest competitive competition round).

10.4.2 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 liaisons 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 event. This will allow the Chair of Judges Panel, Trampoline Technical Committee Chairperson and Meet Director to discover, address and resolve concerns/problems without disturbing the competition schedule.
- The designated area for athletes and coaches should be easily accessibility to the change rooms and washrooms. The designated area for athletes and coaches should be as far away as possible from the judges' table, scoring table and the spectators seating area.

10.4.3 Floor Plan

A complete floor plan must be prepared by the Meet Director and the Floor Coordinator and approved by TGTC. Factors to consider when designing the Floor Plan include:

- Size of facility (take note of columns, entrance ways, power outlets)
- Equipment dimensions requirements
- Placement of judges' table; required sight lines
- Lighting and ventilation
- Power outlets - music/announcing/scoring
- Visibility for spectators
- Existing permanent fixtures - windows, posts, etc.
- SAFETY:

- o Landing areas, runways, surrounding areas (ex. may need additional perimeter matting to provide a 'buffer' zone between landing areas and concrete floor/pillars)
- o Emergency exits
- o Traffic flow
 - Between events
 - Proximity from spectators to event(s) (safety)
 - Announcer/music table
 - Change rooms and washrooms
 - Scoring table

10.4.4 Coach/Athlete Area

- There must be a designated table where coaches and athletes hand in their DD cards and 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.

10.4.5 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 (2).
- Only registered athletes and coaches are permitted on the competitive floor at any time.

10.4.6 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 and athlete/coach registration.

10.4.7 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

10.5 Equipment

The event equipment must be in efficient working condition and comply to the competitive standards stated in the most current copy of the GO TG Technical Rules & Regulations, the current FIG Trampoline Code of Points, as well as any additional recommendations specified by the TG Technical Committee.

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:
 - o Start of the Day – The Host Club
 - o During Warm-Up – The Coach
 - o During the Competition – The Chair of the Judges Panel (CJP)
- The competitive equipment must be provided in compliance with the GO standards listed in the TG Technical Rules and Regulations or in compliance with Gymnastics Canada standards for all 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

10.5.1 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
- easy access to power outlet(s)
- table and chairs for announcer/music person

10.5.2 Medical

- Refer to the most current copy of the Technical Rules and Regulations.
- ice that is readily available
- on-site medical personnel
- fully supplied first aid kit on-site

10.5.3 Set-Up

- Equipment set-up and facility preparation should 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:

Equipment:

- o Minimum of 2 trampolines including frame pads, end-decks and end deck mats (as per FIG norms)
- o Gym mats must cover the floor around the trampoline
- o Minimum of at least two throw-in mats per trampoline and one throw-in mat per DMT should be made available
- o Rental of double-mini trampoline with frame pads, run-up and landing area (as per FIG norms)
- o Eurotramp trampolines are specified by the FIG but ROSS beds, springs and frames are common and are acceptable in Ontario. The TGTC Chairperson must approve all other deviations from the FIG norms. (Note: Nissen 7X14 frames are unacceptable due to the potential of hitting the support legs while jumping.)

Scoring:

- o Scoring table & chairs, situated either behind or adjacent to the judges table, must have power access for computer
- o Computer and scoring program, available through the GO TGPM (also refer to the Scoring section later in this chapter, a current copy of the GO TG Technical Rules and Regulations, as well as the FIG Trampoline Code of Points)
- o Printer
- o Scoring chits
- o Pens, pencils, pencil sharpeners
- o Calculator
- o Lots of paper

Video:

- o A video camera securely and appropriately situated such that all trampoline and/or DMT routines can be taped for the purpose of clarification of DD or in the event of protests. The Chair of the Judges Panel (CJP) must approve the location of the video camera prior to the commencement of the competition.
- o A copy of the entire competition must be given to the GO TGPM at the completion of the competition.

Judges:

- o For trampoline - a platform that is raised by a minimum of one metre. It needs to seat 10 judges for individual competition plus 2 score keepers. The platform must be sturdy and wide enough so that judges have room to pull out their chairs without falling off the back!
- o For both tumbling and DMT - a judges table long enough to comfortably accommodate 9 judges plus 2 score keepers (2-4 banquet type tables), covered with a floor length covering and appropriate number of chairs
- o Table top score flashers (one for each Execution Judge and one for the Difficulty Judge)
- o 1 or 2 calculators for DD Judge (one for each panel)
- o 1 or 2 stopwatches for the CJP (one for each panel)

10.6 Event Directive (Call to Meet)

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

The Event Directive 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/Interclub Cup competitions, simply stating 'as per GO Technical Rules and Regulations' is sufficient.
- Equipment supplier and specifications. This is also where you outline any unique equipment factors for your event (close to wall, pit landing, etc.)
- Specify warm-up/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:
 - o Approved by GO well in advance of the competition
 - o Published in the Event Directive
- awards information
- registration information
 - o registration fee (refer to the most recent Technical Rules and Regulations)
 - o 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
 - o Late registration fee (must be clearly outlined on the Event Directive, 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

A sample Event Directive can be found on the Gymnastics Ontario website.

Registration form must include:

- 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

10.7 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.

10.7.1 Invitational/Interclub Cup Competitions

You (the host club) are responsible for the creation of the 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.)

10.7.2 Ontario Cups, Tour Selection & Ontario Championships

The schedule is created by the TGPM in conjunction with the TGTC and then circulated by GO (not the host club) to all GO clubs.

10.7.3 General Scheduling

The main format that are commonly used for competitions in Ontario:

- 4 panels of judges (2 TRA, 1 DMT, 1 TUM).

Awards will be given between levels to decrease the amount of time athletes and their families need to spend at the competition (with the exception of Ontario Championships). The duration of a competition may not exceed 11 hours in a day and any given level of competition may not exceed 4 hours.

Warm-up:

- Warm-ups are divided into general warm-up and specific warm-up. Levels may be combined or separated for general warm-up. One-touch specific warm-ups may be given to each flight immediately before they compete (if warm-up and competition are on different sets of equipment).

Stretching:

- The floor area should be open for at least 20 minutes prior to the general warm-up to allow the athletes to warm-up on the mats.

General and Specific warm-up:

- Please see Ontario TG Rules & Regulations for scheduling times.

Competition:

- Please see Ontario TG Rules & Regulations for scheduling times.

Awards:

- Awards may be given following each level or at the end of each category (with the exception of Ontario Championships).

March-in (Ontario Championships):

- All categories and levels should march-in prior to competition (Finals only).
- Competition attire should be worn for all march-ins. The announcer may need to give the athletes and coaches a reminder.

Competitive Order:

- Preliminaries:
 - o The competitive order within each level is determined by a random draw and is to be done by the Meet Director via the scoring system (unless otherwise advised by TGTC).
 - o The competitive order should be posted for all athletes and coaches to read. It should also be given to the Chair of the Judges Panel (CJP) prior to the general warm-up so that it can be announced for the coaches and athletes.
 - o The CJP circulates the competitive order to the Judges and the Chief Scorer for input of scores and calculations.
- Finals:
 - o The order of competition for Finals is based on scores from Preliminaries and is in reverse order (i.e. the first place finisher competes last).
 - o Generally, only the top 10 athletes compete in Finals.
 - o The competitive order for Finals should be posted and given to the CJP and the Chief Scorer as early as possible.

10.8 Athlete Start Order

The athlete start order is conducted randomly through the scoring system.

10.9 Judges

10.9.1 Securing Judges and Rooming Lists

- For Invitational/Interclub Cup Competitions:
 - o The Host Club is responsible for obtaining judges for their competition

- o The Meet Director may contact the TGPM for a list of all eligible judges. The Meet Director may then contact the judges to invite them to their competition.
- o The Host Club is responsible for booking hotel rooms for any judges requiring accommodations.
- For Ontario Cups and Ontario Championships:
 - o The GO TGPM will forward a copy of the approved Event Directive and tentative schedule to the Judging Chairpersons. The GO TGPM will distribute the judging panels, provided by the Judging Chairpersons, along with the following information, to all judges listed on the panels:
 - Pertinent information from the Event Directive
 - 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
 - o The GO TGPM 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 judge's rooms (see the most current copy of the GO TG Technical Rules and Regulations, Judges Policies section).
 - o Ontario Cups and Ontario Championships must all consist of fully certified judging panels.
- Judges Expenses:
 - o The Judging Chairpersons are responsible for collecting the honorarium sheets and submitting them to the Meet Director. By the conclusion of the event, the Meet Director should deliver all cheques for judges to the Judging Chairpersons for distribution. Refer to the most current Judging Honorarium Form posted on the GO website under forms.

10.10 Scoring

10.10.1 Chief Scorer

- Responsible for:
 - o Managing the scoring program for all events at the competition.
 - o Monitoring and guiding all other scorers.
 - o Receiving/posting/filing the finalized scores from each category's CJP.
 - o Managing errors, changes, etc. with each category's CJP.

- Following all instructions written in the TG Chief Scorer pdfs: Notes and Duties, TScore Instructions for Chief Scorer, TScore Instructions for Panel Scoring.
- It is required that this individual take the TG Chief Scorer course held annually in January.

10.10.2 Assistant to the Chief Scorer

- Assist the Chief Scorer with their responsibilities (see 10.10.1).
- It is recommended that this individual take the TG Chief Scorer course held annually in January.

10.10.3 Panel Scorers

- Recommend 2 panel scorers per panel.
- Responsible for:
 - Entering judges' scores into the scoring program for the active category.
 - Communicating with the Chief Scorer and the panel's CJP to ensure efficient and accurate panel scoring entry.
 - Following all instructions written in the Panel Scorer pdf: TScore Instructions for Panel Scoring.
- It is recommended that this individual take the TG Chief Scorer course held annually in January.