



**GYM**nastics  
nastique

---

**CANADA**

# **2017 & 2018 Event Hosting Manual**

**Elite Canada  
Canada Cup  
Canadian Championships**

March 2016

**Table of Contents**

**Introduction**..... 4

1 Gymnastics Canada ..... 4

2 Hosting Manual ..... 4

3 Elite Canada Introduction ..... 5

4 Canada Cup in Trampoline Gymnastics ..... 6

5 Canadian Championships Introduction..... 6

6 Championship Objective ..... 7

7 Championship Format..... 7

**Administration**..... 8

8 Hosting Agreement ..... 8

9 Local Organizing Committee Structure ..... 8

10 Timelines/Critical Path ..... 9

**Business Operations**..... 9

11 Finances ..... 9

12 Sponsorship ..... 11

13 Marketing ..... 11

14 Ticketing ..... 12

15 Communications..... 12

**Event Operations**..... 15

16 Technical ..... 15

17 Operations ..... 15

18 Logistics..... 17

19 Event Production..... 21

20 Volunteers..... 23

Appendix A: Organizational Chart..... 26

Appendix B: Roles and Responsibilities ..... 27

Appendix C: Timelines..... 38

Appendix D: Budget Guidelines ..... 39

Appendix F: Sponsorship Package Guidelines..... 42

Appendix G: Marketing Strategy Guidelines..... 44

Appendix H: Ticket Sales & Tracking Guidelines ..... 47

Appendix I: Venue Requirements ..... 49

Appendix J: Technical Requirements .....	50
Appendix K: Non-Technical Equipment Requirements.....	58
Appendix M: Medical Protocol .....	72
Appendix N: Ceremonial Protocols .....	81
Appendix O: Awards Protocol .....	87
Appendix P: Competition Protocol .....	89
Appendix Q: Ancillary Protocols .....	92
Appendix R: Volunteers .....	94

# Introduction

Gymnastics Canada's Event Hosting Manual is designed to assist the local organizing committee (LOC) with the organization of successful Elite Canada, Canada Cup, and Canadian Gymnastics Championships. Note that certain sections may apply to one event and not the other. In this case, it will be indicated at the top of the section. It is also a tool to ensure that all of the events presented across the country have the same look and feel.

This manual will guide you through the planning, staging, and delivery of Gymnastics Canada (GCG) events.

*IMPORTANT NOTE: This document is dynamic. GCG will continue to improve the document on a regular basis. Always ensure you have the latest version.*

## 1 Gymnastics Canada

---

### **Vision**

Canada is recognized as a world leading gymnastics country through the achievement of international sport excellence, growth of the sport, and demonstrated sport organizational excellence.

### **Mission**

We lead and govern the Canadian gymnastics system, direct High Performance in pursuit of international excellence, and guide and/or partner in the development of quality and innovative gymnastics programming.

### **Core Values**

Gymnastics Canada (GCG) is athlete-focused and believes in operating by the core values of:

- Accountability
- Collaboration and Teamwork
- Diversity
- Excellence
- Integrity and Fairness
- Safety

## 2 Hosting Manual

---

This manual will outline the requirements for hosting an Elite Canada, Canada Cup, or Canadian Championship in any Olympic discipline and will also act as a guide to meet all the requirements effectively and efficiently. It is intended to act as a tool to the LOC in its preparations. The requirements of each section are the responsibility of the LOC unless otherwise indicated.

Depending on which discipline is hosted, portions of certain sections (i.e. technical) may not apply.

The appendices of this manual contain the important documents and information that the LOC will require throughout the hosting process. If you are viewing this document online, hyperlinks (Ctrl+left click) that are in underlined red writing will automatically guide you to the corresponding section of this manual. The same applies to the sections in the table of contents that will direct you to the corresponding section in this manual.

Templates provided are intended as guides. An LOC does not have to use these templates, however they do need to submit the required documentation and packages.

The Hosting Manual is a dynamic document that will be updated fairly regularly in order to provide as much information as possible to LOCs. The latest version will be posted on the GCG website. Please ensure you have the latest version available.

Any questions relating to this manual and its content are to be directed to GCG's Director, Events – [Mariève Reid](#).

## 3 Elite Canada Introduction

---

### Elite Canada - Men's and Women's Artistic Gymnastics (MAG & WAG)

Elite Canada MAG & WAG is typically hosted the first weekend in February and is part of the selection process for the national teams, amongst other objectives. The event typically attracts over 200 athletes, 100 coaches, 60 judges, 100 volunteers, and over 500 spectators.

The event format is typically:

- 0.5 day for set-up (minimum – 1 day preferred)
- 4 days of training and competition
- 0.5 day for tear-down

### Elite Canada – Rhythmic Gymnastics (RG)

Elite Canada RG is typically hosted the second weekend in February and is part of the selection process for the national teams, amongst other objectives. The event typically attracts over 100 athletes, 30 coaches, 20 judges, 50 volunteers, and over 250 spectators.

The event format is typically:

- 0.5 day for set-up
- 4 days of training and competition
- 0.25 day for tear-down

## 4 Canada Cup in Trampoline Gymnastics

---

The Canada Cup in trampoline gymnastics (TG) is typically hosted at the end of March or early April and is part of the selection process for the national teams, amongst other objectives. It also includes a small international component in the Senior category. The event typically attracts over 125 athletes, 30 coaches, 25 judges, 50 volunteers, and over 500 spectators.

The event format is typically:

- 0.5 day for set-up
- 3.5 days of training and competition
- 0.25 day for tear-down

## 5 Canadian Championships Introduction

---

The Canadian Gymnastics Championships is the largest annual national gymnastics event in Canada. In recent years, the four discipline Canadian Gymnastics Championships hosted approximately 900 Canadian athletes, 350 coaches, 125 judges, 250 volunteers, 25 key staff and volunteers, and 4000 spectators. The Canadian Gymnastics Championships showcase the talents of Canadian gymnasts in the following gymnastics disciplines:

- **Men's Artistic Gymnastics (MAG)**  
There are six events in the competition program of MAG: floor exercise, pommel horse, rings, vault, parallel bars, and the horizontal bar. The discipline requires and develops many qualities: strength, air sense, power, balance, and flexibility.
- **Women's Artistic Gymnastics (WAG)**  
There are four events in the competition program of WAG: vault, uneven bars, beam, and floor exercise. Women's artistic gymnastics is an incredibly challenging sport demanding a combination of technical precision and artistic creativity.
- **Rhythmic Gymnastics (RG)**  
RG is a purely feminine sport discipline totally based on floor work. It is performed to music and uses five apparatus: the rope, the hoop, the ball, the clubs, and the ribbon. Individual exercises are limited to 90 seconds per apparatus and emphasize mastery and agility. In group exercises, five gymnasts work together for a maximum of two and half minutes per exercise.
- **Trampoline Gymnastics (TG)**  
The sport of TG has four events, though an athlete is not required to participate in each. The events are trampoline, synchronized trampoline, double-mini trampoline, and tumbling. All disciplines are judged by evaluating the level of difficulty and quality of execution. (b) There is a preference for all disciplines to be held at the same event.

## 6 Championship Objective

---

The main objectives of the Canadian Gymnastics Championships are:

- To act as the mechanism for the declaration of National Champions.
- To promote and increase visibility of gymnastics in Canada.
- To serve as a celebration of the gymnastics community.
- To provide an athlete centered environment allowing them the opportunity to achieve their personal best.
- To serve as a selection process for:
  - National team selection
  - International event selection
  - Carding selection

## 7 Championship Format

---

Qualification to the Canadian Championships differs from discipline to discipline. However, all qualifications come from one of these events: Elite Canada, Provincial Championships, Eastern/Western Championships, or a combination. Athletes and coaches represent their provinces and territories and therefore are registered by their respective provincial or territorial federation to the Championships.

Competition format and rules vary per discipline.

When all four Olympic disciplines are hosted together, the Canadian Championships require the following number of days: **(Not applicable in 2017 and 2018)**.

- 1.5 days for set-up (minimum)
- 5 days of training and competition
- 1 day for tear-down

**For 2017 and 2018 - disciplines will be hosted individually. Therefore, each Canadian Championships require the following number of days:**

**Men's and Women's Artistic Canadian Championships:**

- 1.5 day for set-up (minimum)
- 5 days of training and competition
- 0.5-1 day for tear-down

**Rhythmic Gymnastics**

- 0.5 day for set-up
- 4 days of training and competition

- 0.5 day for tear-down

### Trampoline Gymnastics

- 1 day for set-up
- 4 days of training and competition
- 0.5 day for tear-down

## Administration

## 8 Hosting Agreement

---

The Hosting Agreement is a contract between GCG and the LOC that is provided and signed once an LOC is awarded a GCG event. The roles and responsibilities listed in this manual are part of the Hosting Agreement which will include timelines. The document can be adjusted by either party following discussions, but once signed, it is a legally binding document. Any changes made after both parties have signed the hosting agreement must be approved by both parties and an amendment to the hosting agreement will be made and signed.

Following the submission of the Hosting Agreement, GCG's Director - Events will provide the LOC with a folder containing electronic files of various templates.

## 9 Local Organizing Committee Structure

---

In [Appendix A](#), you will find the recommended organizing committee structure in the form of an organizational chart. You will also find an expanded list of the roles and responsibilities of each recommended position in [Appendix B](#). It is the joint responsibility of the Management Committee and the Event Director to determine the final organizational structure along with an updated list of the roles and responsibilities of each position. The final version of the organizational chart must be approved by GCG's Director - Events within **30 days** after the signature of the hosting agreement.

### Key Considerations:

- You may decide to create sub-committees that can be given the autonomy to fulfill their roles independently, however final decisions should be approved by the Event Director.
- Seek out individuals from the community with different skill sets in order to bring diversity to your committee.
- The committee should be kept at a manageable size so that meetings and communication can be coordinated easily.



- Clearly outline the expected responsibilities and expectations for individuals, means of communication, and meeting schedule.
- Ensure committee members are given access to the appropriate GCG resources.
- Hold sub-committees accountable to completion of tasks and staying on budget.
- Identify and communicate meeting times, locations, agendas, and expected key outcomes.

## 10 Timelines/Critical Path

---

A complete list of key deadlines and their subsequent documents can be found in the Appendices section of this manual. Using the [Appendix C](#) timeline will ensure an efficient hosting process and will prevent an overwhelming schedule in the days and weeks leading up to the event. All of the critical documents listed in the timeline can be found in the subsequent appendices.

## Business Operations

The following sections contain information on the business aspects of the event. The Business Director is responsible for all business operations and oversees all the business operations managers in order to ensure the proper outcome. Each of the following sections is the responsibility of the appropriate manager. For a full list of roles and responsibilities of the Business Operations department, see [Appendix B](#).

## 11 Finances

---

Keeping track of financial information is paramount to the success of any organization and is especially important in events. Keeping detailed financial documents will help the LOC in reaching its financial goals and help to easily track them. The [Finance Manager](#) is responsible for this section.

GCG recommends budget guidelines ([Appendix D](#)) in order to build a proper budget for your event. Upon request, GCG can also provide an Excel budget template. The final pre-event budget must be submitted to GCG's Director - Events **30 days after** the signing of the hosting agreement (see [Appendix C](#) timeline).

### 11.1 Finance Committee

It is recommended to have a Finance Committee in order to ensure transparency of financial procedures. The Finance Committee oversees all financial activities of the LOC. The Finance Manager is the chair of the committee and manages its members. The purpose of this committee is to help accomplish all the Finance Manager's responsibilities. The structure of the committee can be arranged at the discretion of the Finance Manager.

## 11.2 Major Revenue Opportunities

Major sources of revenue are typically in the form of registration fees, accommodations, and meals packages (if applicable), sponsorships, and city/government grants. All, except for sponsorship acquisitions which are the responsibility of the Sponsorship Manager (see [section 11](#)), are the responsibility of the Finance Manager.

The LOC is responsible for setting the registration fee. GCG urges the LOC to keep the fee reasonable for participants. In the past few years the registration fee was set at \$140 per athlete, coach, and support staff. The registration fee must be approved by GCG before the signing of the Hosting Agreement.

## 11.3 Additional Revenue Opportunities

In this section you will find a list of strategies that GCG strongly recommends to use in order to generate additional revenue. A section of the budget template has been allocated for these additional revenue opportunities if you choose to pursue them. Some of these opportunities must be communicated with the Event Production Manager for implementation throughout the event.

Additional revenue opportunities are, but are not limited to:

- Program sales
- Raffles
- Event merchandise sales
- 50/50 draws
- Silent auction

NOTE: Please verify lottery laws in your province/territory and ensure to abide by them where necessary.

## 11.4 Expenses

Major expenses are typically venue, meals, and accommodations (if applicable), delegate transportation, medical, and AV/Sound expenses. Their exact cost vary from city to city, venue to venue.

### *11.4.1 GCG License Fee:*

#### **Elite Canada and Canada Cup:**

GCG retains a \$30 athlete fee for every athlete registered. This license fee is charged to the athlete in addition to the registration fee.

#### **Canadian Championships:**

GCG retains a license fee of \$35 per registered participant at Canadian Championships. This license fee is charged to the participant in addition to the registration fee.

For all events, GCG will cover the expenses for the GCG provided equipment transportation (to and from the venue), the scoring system equipment, the air transportation and hotel for GCG delegates and funded judges, as well as provide GCG staff support in events, technical, and communications.

## 12 Sponsorship

---

Sponsorship is an excellent source of revenue for any LOC and is highly encouraged. The [Sponsorship Manager](#) is responsible for this section.

Sponsorship includes, but is not limited to:

- Cash sponsorships
- In-kind sponsorships
- Vendor booth sales
- Program advertisement sales
- Signage sales

Sponsorships at a LOC level must not conflict with GCG's sponsorship partners. A complete list of GCG's national sponsors can be found in [Appendix E](#). Note that this list is subject to change.

GCG recommends using the 'Sponsorship Package Guidelines' found in [Appendix F](#) of this manual in order to build a proper sponsorship package. GCG can provide a sponsor package template, as well as a sponsorship sales tracking tool upon request. The final sponsorship package must be submitted to GCG's Director - Events a **minimum of 6 months** before the event (see [Appendix C](#)).

## 13 Marketing

---

Marketing is a great opportunity to shed some light on your event to the community, thus potentially driving up ticketing and merchandising revenues, among others. The [Marketing Manager](#) is responsible for this section.

GCG recommends using the 'Marketing Strategy Guidelines' found in [Appendix G](#) in order to build a proper marketing strategy. A Marketing Strategy Template will be made available to the LOC upon request. The final marketing strategy must be submitted to GCG's Director - Events a **minimum of 6 months** before the event (see [Appendix C](#)).

### 13.1 Event Logo

GCG has a generic logo for Elite Canada, Canada Cup, and Canadian Championships that it can loan to the LOC. However, it is strongly encouraged that LOCs create a logo that is unique to the location where the event is being hosted.

If an LOC chooses to create an event logo, it is responsible for the cost of doing so. The logo must be bilingual or have a French and English versions, and indicate the name, year, and location. The logo must be approved by GCG's Director of Event a **minimum of 6 months** before the event.

## 14 Ticketing

---

Ticket sales can be a large source of revenue for a LOC and its success is directly related to successful marketing. The [Ticketing Manager](#) is responsible for this section.

GCG recommends using the 'Ticket Sales & Tracking Guidelines' found in [Appendix H](#) in order to build a proper ticket sales strategy. A 'Ticket Tracking Template' is available from GCG upon request. The final ticket sales strategy must be submitted to GCG's Director - Events a **minimum of 6 months** before the event (see [Appendix C](#) timeline).

## 15 Communications

---

Good communication is key to a successful organizing committee and event. The [Communications Manager](#) is responsible for this section. He/she is responsible for building the LOC's communication plan and for all official external communication by the LOC. He/she will work closely with all sectors of Business Operations and GCG to ensure effective external communications at the local, provincial/territorial, and national levels. The following sub-sections must appear in the LOC's Communication Plan. The Communication Plan must be submitted to GCG's Director – Events a **minimum of 6 months** before the event (see [Appendix C](#) timeline).

**GCG responsibility:** National level communication through its Director – Communications & Marketing.

### 15.1 Media Relations

Media coverage at any GCG event is invaluable to the image of the sport of gymnastics. It is also of great benefit for local engagement by creating awareness on a large scale. The Communication Manager is responsible for ensuring media relations are coordinated with GCG.

It is encouraged to take into consideration media needs during the event and plan accordingly. I.e. workspace with access to power and internet, accreditations, on-site liaison, pre-event and on-site registration for media, request for interviews, sitting area, etc.

## 15.2 Community Outreach

Reaching out to the community engages members of the community to take part in your event. Community members can buy tickets to watch your event or can become a valuable part of the volunteer workforce, without whom an event like the Canadian Championships would not be possible. The LOC is responsible to reach out to the local community for several reasons:

- Create good rapport with local communities to gain their support
- Create a legacy plan for the Canadian Championships in the local community
- Market the Canadian Championships to increase ticket sales
- Recruit volunteers to help with the event
- Promote the sport of gymnastics to all members of the community

The LOC can accomplish these tasks by organizing community-wide events, marketing the event (coordinate with the Marketing Manager) with inclusive activation strategies, and sending different types of communications to the local community to raise awareness of the Canadian Championships. The LOC is encouraged to be as creative as possible in the strategies implemented.

## 15.3 Social Media

GCG highly recommends the use of social media prior to, throughout, and after the Canadian Championships. Social media use is a cost-efficient type of communication that has the added benefit of engaging your audience and creating rapport. Types of social media that GCG recommends using include, but are not limited to:

- Twitter
- Facebook
- Instagram
- YouTube
- Periscope

It is recommended to use the same “username” for all social media for ease of finding and following from a user’s perspective. GCG also encourages implementing a ‘social media legacy’: essentially converting all sources of social media used prior and throughout the Canadian Championship into the new social media platforms for the host club following the event. That way, the LOC already has an established pool of “followers” and simply switches content to reflect the activities of the host club.

The LOC and GCG should work together to increase its reach on social media platforms.

## 15.4 Press Conferences

The LOC is responsible for organizing and running at least one press conference prior to the start of the event or during the first day of training. The requirements for the press conference are:

- A large space within the competition venue that is relatively quiet. Ideally with views of the competition floor;
- Minimum of two 6' tables covered with tablecloth and skirt;
- Minimum 4 chairs at the head table (more may be needed depending on dignitaries attending);
- A media backdrop (provided by GCG);
- A podium and microphone;
- A minimum of 30 chairs for attendees and members of the media;
- Media kits including the event program, a list of athletes, highlights of athletes to watch, contact information for the media liaison during event, etc.;
- M/C to facilitate and lead the press conference;
- Invited speakers should include:
  - Chair of the LOC
  - GCG representative
  - National team athlete and/or local athlete participating in the Canadian Championships
  - Major sponsors
  - City/municipal/provincial/federal politicians involved with the event

# Event Operations

The following sections will contain information on the operations aspects of the event. The [Operations Director](#) is responsible for all event operations and manages all the event operations managers in order to ensure the proper outcome. Each of the following sections is the responsibility of the appropriate manager. For a full list of roles and responsibilities of the Event Operations department, see [Appendix B](#).

## 16 Technical

---

The [Technical Manager](#) is responsible for ensuring that each discipline's specific requirements are met. Each of the discipline's [Competition Coordinators](#), the Technical Manager and the Technical Committee are responsible for the Technical Requirements ([Appendix J](#)).

## 17 Operations

---

The operations section of this manual is primarily focused on the facility and equipment requirements of the event, among other things. The [Operations Manager](#) is responsible for this section.

### 17.1 Venue Requirements

A full list of the competition venue requirements can be found in [Appendix I](#). The [Venue Coordinator](#) must ensure that the venue is kept clean throughout the event and meets GCG requirements prior to equipment arrival. He/she is also responsible for completing the site plan once the equipment plan has been received from GCG.

### 17.2 Set-Up/Take-Down

The LOC is responsible for the recruitment of volunteers to help with the set-up and take-down of equipment. The Venue Coordinator must coordinate with the Volunteer Manager to ensure enough volunteers are recruited. The LOC will coordinate with GCG and its equipment supplier to establish the set-up and take-down schedule.

#### **GCG Responsibilities:**

- Act as liaison between the LOC and the equipment supplier to establish the equipment floor plan, as well as the set-up and take-down schedules.
- Must approve equipment floor plan as well as final site plan.
- Will organize and pay for the transportation of the GCG provided equipment between the supplier's warehouse and the competition venue.

- If trailers need to be moved during set-up and take-down (outside of established schedule) or during the competition, the cost will be the responsibility of the LOC.

### 17.3 Technical Requirements

A list of the technical requirements can be found in [Appendix J](#).

Gymnova SA is the official supplier of all GCG events competition equipment (apparatus).

#### GCG Responsibilities:

- Assume all transportation costs of competition equipment – Gymnova SA.
- Provide the scoring system and head technician for each discipline.
- Create the competition and training schedule for each discipline in consultation with the LOC.

### 17.4 Non-Technical Equipment

A list of non-technical equipment requirements can be found in [Appendix K](#). Most items should appear on the complete floor plan (i.e. tables, chairs, screen, etc.).

### 17.5 Security

A good security team is important to any event. The Venue Coordinator is responsible for establishing a security plan that includes, but is not limited to:

- Access point control – spectators and participants
- Traffic flow patterns – spectators and participants
- Field of play access
- Emergency Action Plan

GCG's accreditation protocol will assist in identifying each participant's access throughout the venue.

### 17.6 Medical

The LOC is responsible for having proper medical coverage for the athletes and public's safety throughout the training and competition days. At a minimum, the GCG's medical protocol, [Appendix M](#), must be adhered to.

### 17.7 Doping Control

The Canadian Centre for Ethics in Sport (CCES) often conducts doping controls during Canadian Championships. GCG will liaise with the LOC's Chief Medical Officer once notified by CCES. The requirements for CCES testing can be found in [Appendix M](#). At a minimum, a room with a private bathroom, i.e. referee changing room, must be reserved for the exclusive use of the CCES.



## 17.8 Signage

Proper signage is very important during an event.

### 17.8.1 Directional Signage

The Venue Coordinator must ensure that proper directional signage, in both of Canada's official languages, are set-up outside and throughout the venue. Directional signage is aimed at two major groups: spectators and participants/volunteers.

It is recommended to have the event logo on all directional signage, as well as printed. No handwritten signs should be visible to the public or participants.

### 17.8.2 Sponsor Signage

Sponsor signage must be positioned in a manner that will ensure the most exposure to spectators but will not obstruct the competition.

The LOC is responsible for producing event and local sponsor signage.

#### **GCG Responsibilities:**

- Provide GCG and National Sponsor and Partner signage.

# 18 Logistics

---

Properly planned and executed logistics can make a huge difference in the overall perceived success of an event. Transportation, accommodations, meals, and team services are all extremely important in the overall participant experience. The [Logistics Manager](#) is responsible for ensuring the planning and delivery of logistics.

## 18.1 Transportation

The LOC is responsible for all ground transportation of competition judges and GCG officials between the airport, the hotel, and the venue. It is recommended to have a volunteer or member of the LOC present at the airport to welcome the judges and GCG officials.

### **Elite Canada and Canada Cup**

For the Elite Canada and Canada Cup events, the LOC is not responsible for providing club delegations with transportation. Each delegation is responsible for their own transportation.

### **Canadian Championships**

There are 2 options for delegation transportation at Canadian Championships:

- The LOC chooses to not provide ground transportation to delegations, in which case each delegation is responsible for their own transportation.

- The LOC chooses to provide transportation between the airport, hotel, and venue for delegations *typically* as part of a meals/accommodations plan or *atypically* a transportation plan that is sold to delegations for a cost.

The delegation transportation plan must be established during the bidding stage and adhered to once the LOC has been awarded the event.

## 18.2 Accommodations

The Accommodations Coordinator is responsible for ensuring that enough accommodations have been reserved/blocked for the anticipated attendance. Acceptable accommodations are hotels, motels, and residences that are clean, secure, and preferably have been updated.

### Elite Canada and Canada Cup

For these events, the LOC is responsible for securing enough hotel room blocks to accommodate the expected number of attendees. Hotels should be no further than 30 minutes from the competition venue. These blocks are to be offered to the club delegations, however, delegations are responsible for making their own reservations.

### Canadian Championships

There are 2 options that an LOC may offer:

1. The LOC may offer a meal/accommodation package to delegations. In this case, the LOC must ensure that enough rooms and/or beds are reserved to accommodate the anticipated number of participants. It is good practice to reserve 10% over the anticipated needs. With this option, the LOC is responsible for managing all reservations, including payment and rooming lists, on behalf of the delegation, and assumes the role of direct contact with the accommodations provider throughout the event.
2. The LOC chooses not to provide a meal/accommodations plan. In this case, delegations are responsible for the reservation, payment, and management of their own accommodations. It is **mandatory** however, that the LOC blocks enough rooms/beds at preferential rates for delegations to choose from. Therefore, an LOC must still offer a choice of "Host Hotels".

It is important to note that no matter the option chosen by an LOC, ALL judges must stay at the same accommodation and a block of rooms should be reserved to this effect.

The delegation accommodation plan must be established during the bidding stage and adhered to once the LOC has been awarded the event.

### GCG Responsibilities:

- Will assume the reservation and costs of all accommodations for GCG staff within host hotels.

- Will assume the cost of accommodations of some judges depending on each disciplines' technical regulations.

### **18.3 Food and Beverages**

The [Food and Beverage Coordinator](#) is responsible for ensuring the proper planning, procurement, and delivery of food and beverage services to delegations, staff, volunteers, and VIPs.

#### **18.3.1 Meals for delegations**

##### **Elite Canada and Canada Cup**

Delegations are responsible for their own meal plans.

##### **Canadian Championships**

The LOC may offer delegations 2 different options:

1. The LOC may offer a meal/accommodation package to delegations. In this case, the LOC must ensure they have a meal plan in place that includes a minimum of 3 meals a day suitable for athletes. The meal plan must also be able to accommodate dietary restrictions and allergies. With this option, the LOC is responsible for building and managing the meal plan, including payment.
2. The LOC chooses to not provide a meal/accommodations plan. In this case, delegations are responsible for the reservation, payment, and management of their own meal options.

#### **18.3.2 Judges Meals**

The LOC is responsible for providing meals to judges throughout the training and competition days when judges are present on site. Coffee, tea, water, and snacks should also be available throughout the day.

#### **18.3.3 Coaches' Hospitality**

The LOC is responsible for providing coaches with substantial snacks (i.e. more than a granola bar and piece of fruit), coffee/tea, and water throughout the training and competition days. It is recommended to set a schedule of when coaches' hospitality will be served and post that information in the competition and training area. LOC's are not obligated to serve meals to coaches. It is their decision to do so or not.

#### **18.3.4 GCG representatives, LOC staff, and volunteers**

The LOC is responsible for providing meals to GCG representatives, LOC staff, and volunteers throughout the event when individuals are onsite. For volunteers, if volunteer shifts do not exceed 4 consecutive hours, then snacks can be offered to them instead of meals.

### **18.3.5 VIP Hospitality**

The Food and Beverage coordinator is to work closely with the Protocol Coordinator to ensure VIPs have a hospitality area that contains some food and beverages.

## **18.4 Team Services**

Team Services include a wide array of services, all aimed at making the delegate experience as positive and enjoyable as possible. The [Team Services Coordinator](#) is responsible for all aspects of team services. The following represent the minimal requirements. However, it is encouraged that the LOC enhances the services as they see fit to provide the best possible environment for the delegates.

### **18.4.1 Accreditations**

The LOC is responsible for accreditation needs which include, but are not limited to: delegations, judges, GCG staff, LOC, media, VIPs, volunteers, medical staff, and security. The LOC must abide by the GCG accreditation protocol in [Appendix L](#).

### **18.4.2 Registration and Check-In**

The LOC will work with GCG to establish a proper registration and check-in system.

In the event that the LOC offers a meals/accommodations plan, then the LOC will collect and manage the registration for the aforementioned plan, while GCG collects and manages the registration fees.

The LOC is responsible for planning and efficiently operating a check-in process on-site for the delegations. This is where the head of delegations will pick-up accreditations, information will be given on competition, schedule, accommodations, meals (if applicable), etc.

#### **GCG Responsibilities:**

- Manage the pre-event registration process of delegations.

### **18.4.3 Delegate Handbook**

The LOC must work in collaboration with GCG to create a delegate handbook to be distributed to all delegates before the start of the event. It should contain information on the organizing committee, the venue (parking, facility rules), the surrounding area (food, transportation), nearby medical services, technical information, final schedule, and any other pertinent information that could be useful to delegates.

The Delegate Handbook must be produced and distributed in both of Canada's official languages and be approved by GCG.

### **18.4.4 Team Services Office**

### **Elite Canada and Canada Cup**

Only if the distribution of results and start lists are not readily accessible in an electronic form are club mail boxes required at Elite Canada and Canada Cup.

### **Canadian Championships**

A team services office should be located somewhere in the venue, preferably in an easily accessible area. This office is to have a mailbox for each provincial and territorial delegation for the pick-up of important notifications. The office will act as the control centre for the event, where head of delegations go to when questions and/or situations arise relating to any aspects of the Canadian Championships. It is important to have a strong volunteer in charge of the Team Services Office.

## **19 Event Production**

---

This department is responsible for event presentation as well as the participant and spectator experience. The [Event Production Manager](#) is responsible for the planning and delivery of this department. Well executed event production can set your event apart from the rest!

### **19.1 Protocol**

All protocol related tasks are the responsibility of the [Protocol Coordinator](#) and must follow GCG guidelines.

#### **19.1.1 Opening & Closing Ceremonies**

The opening and closing ceremonies are mandatory for any Canadian Championship and elective for Elite Canada or Canada Cup. The opening ceremonies can be as creative and glamorous as the LOC wishes them to be. At a minimum, the ceremonies must follow GCG protocol ([Appendix N](#)).

#### **19.1.2 Award Presentations**

The award presentations are mandatory and, at a minimum, must be executed according to GCG's official protocol ([Appendix Q](#)).

#### **19.1.3 Competition**

In order for the competition part of the event to run smoothly, the LOC must abide by GCG's competition protocol found in [Appendix P](#). It will help ensure that walk-ins, introduction,s and marshalling proceed professionally and effectively.

#### **19.1.4 Ancillary**

The protocols covered in [Appendix Q](#) include: VIP, flags and national anthems, head table, announcer and script, music selection, and social events.

## 19.2 Webcast / Broadcast

At a minimum, all GCG events must be webcasted. All events from each discipline must be included in the webcast. The LOC may select the provider of their choice, however it must be approved by GCG's Director - Events in order to ensure quality. In the event that broadcasting is an option, GCG's Director - Events must be included in the negotiation of a contract and terms.

## 19.3 Audio-Visual

When executed well, a large part of the audience entertainment mechanism goes unseen by fans and delegations, and so it should be. Audio-visual contributes greatly to a positive audience experience. The LOC is responsible for ensuring the delivery of the following, but not limited to:

- Audio: microphones, sound board, speakers (must ensure proper area coverage).
- Visual: screen(s) and projector(s) (work with technical manager for technical needs. These can also be used for vignettes, slow motion replays, etc.).
- Lights: production lights can enhance the presentation of the event but are not mandatory.
- Music: appropriate for all ages.

It is imperative that all exposed wires be covered for safety.

## 19.4 Audience Entertainment

GCG highly encourages the LOC to provide audience entertainment and to be as creative as possible. Spectators will want to come back if they feel engaged. The following is a short list of possible strategies that can be implemented but feel free to expand it:

- Prize give-aways (e.g. t-shirts toss);
- Twitter questions (i.e. using a hashtag fans can answer questions on Twitter; first to answer wins a prize);
- Best picture contest (i.e. tweeting pictures to a hashtag and best one wins);
- Announcements (i.e. athletes competing, results, advisories, sponsors, etc.);
- Live music (when safe for competing athletes);
- Games during "down times".

Audience entertainment activities can also be paired with additional revenue activities such as 50/50 draw and raffles. Remember to check provincial/territorial lottery laws.

## 19.5 Special Events

The [Special Events Coordinator](#) is responsible for all sub-events that may take place during a GCG Event. The following are mandatory for Canadian Championships, and encouraged for Elite Canada and Canada Cup.

### **19.5.1 Banquet**

The banquet is a mandatory event that is to be hosted the evening of the final day of the competition. The banquet format or activity is at the discretion of the LOC but is to be approved by GCG's Director of Event to ensure it is appropriate.

An alcohol-free banquet/social is to be offered for the athletes. For this reason, past hosts have often offered a social night for coaches, judges, and support staff as well as the banquet for the athletes. Feel free to be as creative as possible to provide an enjoyable night for all in attendance.

It is encouraged to offer the banquet and social activities free of charge to the participants.

### **19.5.2 Reception by Next Year's Host**

It is common for the organizing committee of the next year's Championship to have a reception at the current Canadian Championships to showcase their plans for the following year's event. This reception is entirely organized and paid for by the next year's hosts.

The Special Events Coordinator will need to coordinate with this group in order to ensure that the reception does not conflict with any of the LOC's planned activities. GCG will assist in the communication of the event date and time between the LOC and next year's hosts.

### **19.5.3 Ancillary Events**

Ancillary events are any events that the LOC wishes to organize to add value to their event. These events are not mandatory but are encouraged. Some examples are:

- Additional social nights
- Additional local and/or tourist activities
- Games night

## 20 Volunteers

---

Volunteers are the backbone of every event. Without them an event could simply not be hosted. For this reason, proper volunteer management must be a priority for any LOC. The [Volunteer Manager](#) is responsible for all aspects of volunteer management. All sections below are closely linked to each and should be managed as such.

### **20.1 Recruitment**

A well thought out and executed recruitment plan will make volunteer recruitment a lot easier. Recruitment should start as soon as possible. There are various areas that requires volunteers, such as technical, hospitality, security, protocol, etc. For all areas, except technical, the number of volunteers will vary as it will depend on the facility, LOC plans, and strategies for each area.

For technical volunteers, although the exact number of volunteers needed will depend on the final schedule, the following are **general numbers** of volunteers needed per **competition session, per discipline**.

- RG: 8 - 10
- TG: 10
- MAG: 20 – 24
- WAG: 15 – 20
- Set-up and take-down: 15 – 30+ (depending on number of disciplines), plus strong leaders

[Appendix R](#) contains some volunteer position descriptions that may be of use to the LOC.

It is highly encouraged to have some volunteers that are bilingual (French and English, Canada's official languages). It is also encouraged to recruit approximately 15% more volunteers than will be required in order to properly manage cancellations and no-shows.

Recruitment target groups should include, but are not limited to: local gymnastics clubs, local community groups, and municipality/city volunteer groups. It is recommended to not limit oneself to the gymnastics community.

## 20.2 Registration

The LOC must operate a good volunteer registration system. GCG offers a volunteer registration form in [Appendix R](#), however the LOC may use whatever registration tool works for them.

Since volunteer registration typically occurs several months or weeks before an event, it is important for the Volunteer Manager to stay in contact with the volunteers so they feel engaged. A communication hiatus between registration and scheduling will most likely result in a decrease in volunteer numbers closer to the event.

## 20.3 Scheduling

It is highly recommended to have a draft schedule before starting volunteer registrations. This is done by calculating the number of volunteers needed in each location, for each tasks and for each shift. The Volunteer Manager must coordinate with each Manager in the LOC to determine the number of volunteers required for each department and when.

This will allow the volunteer manager to schedule volunteers as they register and communicate this information to them. It is imperative at this stage to stress to the volunteers that changes in the schedule may, and will most likely, occur. Drafting a volunteer schedule will be particularly important if an online volunteer management tool is used by the LOC.

As the event approached, it will be very important for the volunteer manager to keep in contact with all volunteers. This will greatly reduce the amount of "No-shows" during the event.



## 20.4 Uniform

Volunteers are to wear uniforms that stand-out from the crowd so they are easily seen by fans who might have questions or concerns. The uniform should have the event logo on the front, the word “volunteer/bénévole” on the back of the shirt and the Gymnova S.A. logo on the sleeve. Uniform sizes are to be collected at volunteer registration.

## 20.5 Orientation

It is highly recommended that the LOC hosts an orientation meeting with all volunteers approximately 1 week before the start of the event. The meeting should cover, but is not limited to, the following:

- Check-in and distribution of uniform and accreditations.
- Introduction of key members of the LOC that volunteers will be reporting to during the event.
- Expectations: arrival times, dress code, parking, meals, etc.
- Walk-through of the venue to familiarize them.
- Presentation of the emergency action plan that concerns them.
- Breakout meetings in smaller groups with various managers. E.g. technical volunteers meet with Technical Manager and Coordinators.

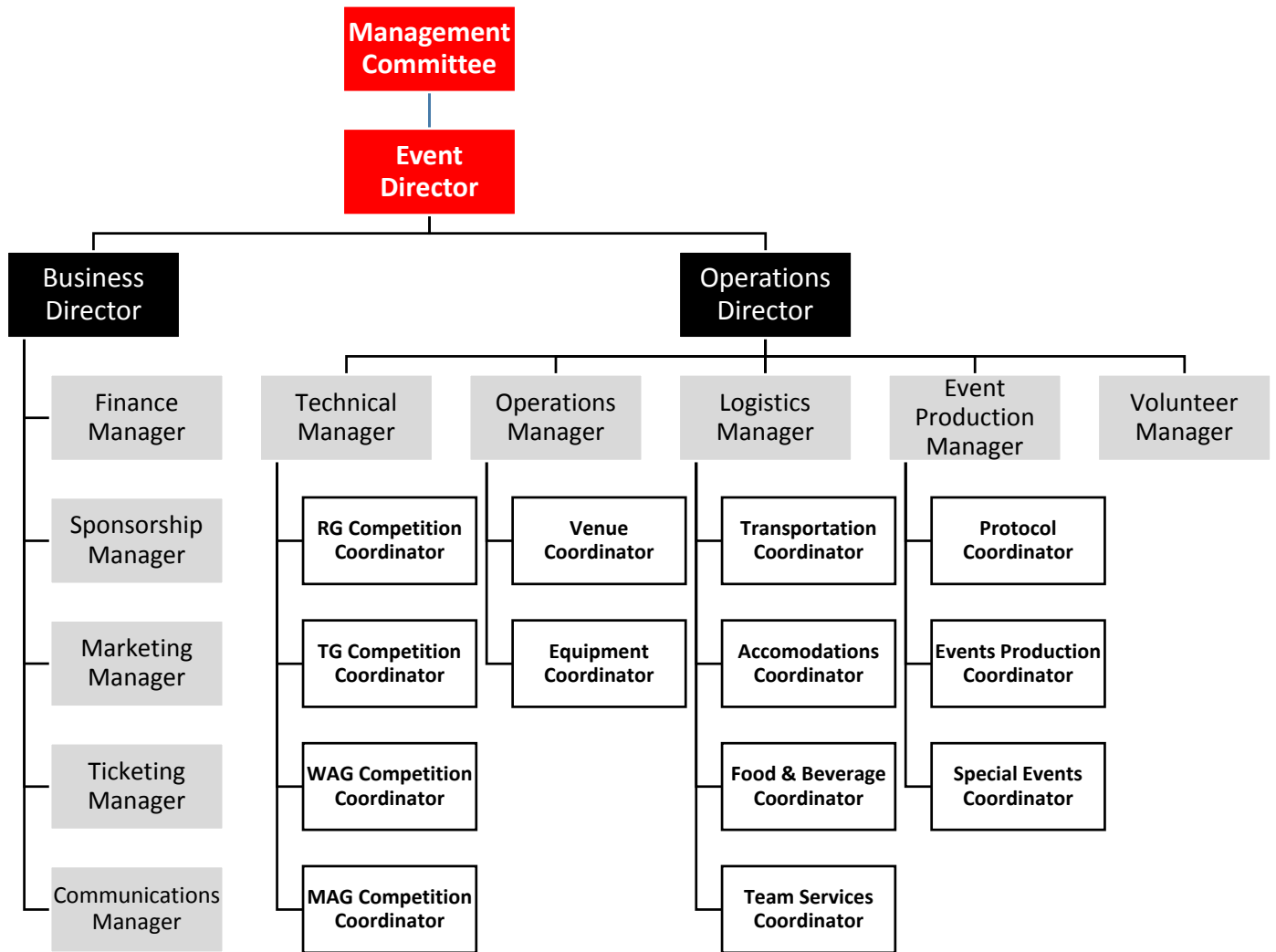
## 20.6 Recognition

At minimum, an announcement of appreciation is to be made throughout the event, uniforms are to be kept by the volunteers, and meals and/or snacks are to be provided by the LOC during shifts.

GCG highly recommends that the LOC set aside some money in their budget in order to provide an additional token of appreciate to their volunteers. This can be in the form of a gift or a volunteer appreciation night.

# Appendix A: Organizational Chart

The following chart represents the recommended organizational structure for the local organizing committee (LOC). It is the joint responsibility of the Management Committee and the Event Director to determine the final organizational structure. The following can be adjusted at the Management Committee and Event Director's discretion. The final organizational chart must be submitted to GCG for approval.



## Appendix B: Roles and Responsibilities

---

Appendix B outlines the roles and responsibilities of each position found in the organization chart in [Appendix A](#). Each position is responsible for various sections of the hosting manual. The list of responsibilities below are the base for each position. The Management Committee may choose to alter positions and/or responsibilities to better fit their group.

If you are viewing this manual online, a hyperlink for each section and appendix listed in your position will bring you to the appropriate page simply by pressing the Ctrl key and left clicking your mouse (Ctrl+left click).

### MANAGEMENT COMMITTEE

The management committee is typically comprised of the CEO/E.D. of the host organization (PTO, club, city), an honorary chair with extensive event and gymnastics experience that will provide guidance throughout the process, and the Event Director. Some groups may also have member(s) of their board on the management committee. For efficiency, it is important to keep the Management Committee between 3 to 5 members.

The Management Committee is responsible for:

- Choosing the Event Director
- Establishing the Organizing Committee Structure
- Setting the operational budget
- Setting the goals and objectives of the organizing committee
- Monitoring the goals and objectives of the organizing committee
- Providing guidance when and where needed
- Approving the individual selection of all Director Positions
- Be present during the event as VIPs and/or to host VIPs and act as dignitaries.

### EVENT DIRECTOR

The Event Director is responsible for the overall planning and delivery of the event. They are the main point of contact with GCG. They are the direct supervisor of the [Business](#) and [Operations](#) Directors. The Event Director's responsibilities include, but are not limited to:

- Ensure the delivery of the GCG event as per the requirements set out in this Hosting Manual.
- With the Management Group, establish the organizing committee structure.
- Recruit all Directors, Managers, and Coordinators.
- Manage the event budget.
- Must ensure that all documents are submitted according to the requirements and deadlines listed in [Appendix C](#).
- Has the authority to make final decisions within the LOC.
- Ensure that public documents are issued in both of Canada's official languages.

- During the event, he/she is to ensure that the event is running smoothly and has the authority to make final decisions on LOC-related issues.
- Following the event, he/she is to ensure that all reports are submitted as per deadline.

## Business Operations:

---

### Business Director

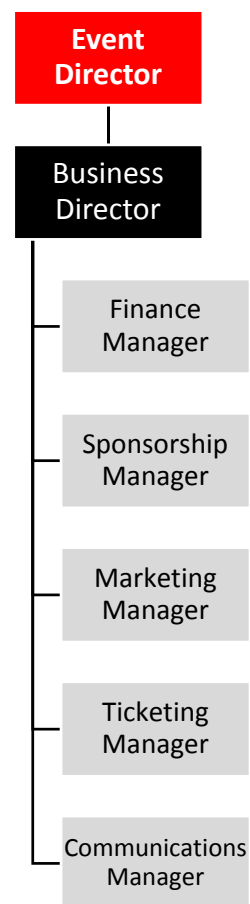
The Business Director is responsible for all business operations of the LOC. They report to the [Event Director](#) and oversee the [Finance](#), [Sponsorship](#), [Marketing](#), [Ticketing](#) and [Communication](#) Managers. Their responsibilities include but are not limited to:

- Responsible for sections [9-13](#) and appendices [D](#), [E](#), [F](#), [G](#) and [H](#).
- Read other sections of the Hosting Manual for familiarity.
- Creating a business strategy for the LOC.
- Must sign-off on all business operations documents submitted to GCG. These include official documents submitted from any of their four managers.
- Find creative ways to increase event revenues.
- Provide a business operations report and GCG event scorecard following the event.

### Finance Manager

The Finance Manager is responsible for all financial matters of the LOC. Primarily, the Finance Manager must manage the budget. They must sign-off on all financial documents that are submitted to GCG. They must also ensure that the organizing committee and sub-committees stay on budget. They report to the [Business Director](#). Their responsibilities include but are not limited to:

- Responsible for section [10](#) and appendix [D](#).
- Read other sections of the Hosting Manual for familiarity.
- Budget management.
- Government grant acquisition.
- Setting realistic financial targets and tracking their progress.
- Managing accounts payable and receivable.
- Sign-off on all financial documents submitted to GCG.
- Supervise cash flow & inventory during the event.
- Chair of the [Finance Committee](#) (see section 9.1 of this manual).
- Coordinates with all Directors and Managers regarding each department's revenues and expenses.



- Responsible for the collection and deposits of funds prior to and during the events. Organize procedures for overnight storage of cash flow.
- Provide a financial report following the event.
- Provide a completed GCG event scorecard following the event.
- Any additional financial needs of the LOC.

### **Sponsorship Manager:**

The Sponsorship Manager is responsible for all sponsorship related aspects of the LOC. They must sign-off on all official sponsorship documents. They report to the [Business Director](#). Their responsibilities include but are not limited to:

- Responsible for section [11](#) and appendices [E](#) and [F](#).
- Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
- Create, implement, and manage the sponsorship plan.
- Help in setting realistic sponsorship goals and tracking their progress.
- Ensure that GCG and LOC sponsorship and partnership exclusivity rights are respected.
- Coordinate the sponsorship activations with the [Marketing Manager](#).
- Coordinate and manage vendor sales for the event.
- Coordinate with the [Finance Manager](#) regarding financial details of sponsorship deals.
- Coordinate with the [Accommodations Coordinator](#) regarding host hotel partnerships for the event.
- Assist the [Protocol Coordinator](#) with the hosting of sponsors throughout the event.
- Prepare event packages to distribute to sponsors at event.
- Prepare and distribute sponsor thank you letters and report following the event.
- Provide a sponsorship report following the event.
- Provide a completed GCG event scorecard following the event.
- Any additional sponsorship needs of the LOC.

### **Marketing Manager:**

The Marketing Manager is responsible for all marketing related aspects of the LOC. They must sign-off on all official marketing documents. They report to the [Business Director](#). Their responsibilities include but are not limited to:

- Responsible for section [12](#) and appendix [G](#).
- Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
- Create the event logo and submit it to GCG's Director - Events for approval.
- Create, implement, and manage the marketing plan.
- Set realistic marketing goals and track their progress.
- Develop and manage marketing activations.
- Create a merchandising strategy.
- Coordinate the choice, purchase, reception, storage, and sale of merchandise.

- Coordinate with the [Sponsorship Manager](#) regarding sponsorship activations.
- Coordinate marketing strategies for ticket sales with the [Ticketing Manager](#).
- Coordinate with the [Finance Manager](#) regarding financial details of marketing expenses.
- Provide a marketing report following the event.
- Provide a completed GCG event scorecard following the event.
- Any additional marketing needs of the LOC.

### **Ticketing Manager:**

The Ticketing Manager is responsible for all ticketing aspects of the LOC. They must sign-off on all official ticketing documents. They report to the [Business Director](#). Their responsibilities include but are not limited to:

- Responsible for section [13](#) and appendix [H](#).
- Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
- Create, implement, and manage the ticket sales strategy.
- Set realistic ticket sale goals and track tickets sales.
- Coordinate ticket sales strategies with the [Marketing Manager](#).
- Coordinate with the [Finance Manager](#) regarding ticket sales finances.
- Supervise the reception and distribution of tickets.
- Provide a ticketing report following the event.
- Provide a completed GCG event scorecard following the event.
- Any additional ticketing needs of the LOC.

### **Communications Manager:**

The Communications Manager reports to the [Operations Director](#). Responsibilities include, but are not limited to:

- Responsible for section [19](#).
- Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
- Create, implement, and manage the communications plan, which includes a social media strategy.
- Work closely with GCG's Director of Communications & Marketing to coordinate media advisories, press releases, and media relations at the national level.
- Act as the principle point of contact between the LOC and local media outlets.
- Write and distribute local media advisories simultaneously in both of Canada's official languages.
- Write and distribute local press releases simultaneously in both of Canada's official languages.
- Coordinate in-competition interviews with athletes, coaches, GCG officials, and LOC representatives.
- Create and manage registration and accreditation for all media attending the event.
- Create, implement, and manage community outreach strategies.

- Coordinate with the [Sponsorship](#) and [Marketing](#) Managers to include sponsorships activations and marketing initiatives in external communications.
- Website creation and management.
- Provide a communications report following the event.
- Provide a completed GCG event scorecard following the event.

## Event Operations:

---

### Operations Director:

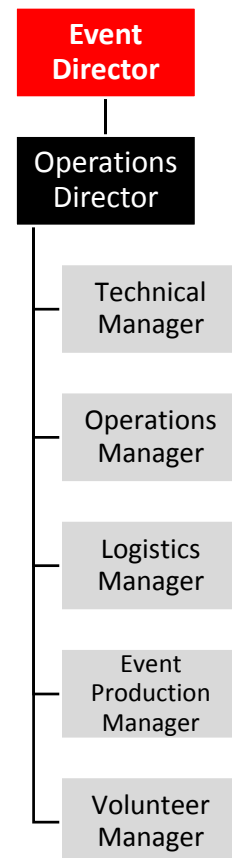
The Operations Director is responsible for all operation aspects of the event. They report to the [Event Director](#) and oversee the [Technical](#), [Operations](#), [Logistics](#), [Event Production](#), and [Volunteer](#) Managers. Their responsibilities include but are not limited to:

- Responsible for sections [14-19](#) and appendices [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#) and [Q](#).
- Read sections [1-6](#) and [8-9](#) and appendices [A](#), [B](#), [C](#) and [D](#).
- Assist in event creation plans and supervise the delivery of each of the five areas.
- Sign-off on all event operations documents submitted to GCG. These include official documents submitted from any of their five managers.
- Ensure that all departments of Event Operations are running smoothly throughout the event and provide assistance and guidance when and where needed.
- Provide an operations report following the event.
- Submit a GCG event scorecard following the event.

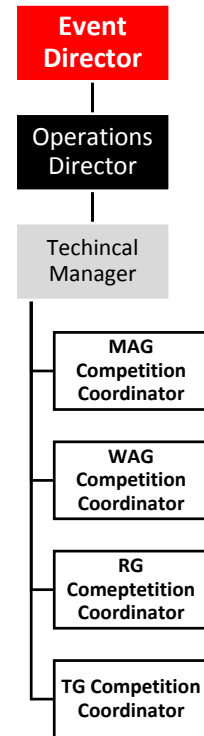
### Technical Manager:

The Technical Manager is responsible for all technical requirements of competition. They report to the [Operations Director](#) and oversee the [Competitive Coordinator](#) of each discipline involved in the event. Should the event be composed of a single discipline, the Competitive Coordinator of that discipline is no longer needed and all their responsibilities fall on to the Technical Manager. Their responsibilities include, but are not limited to:

- Responsible for section [14](#) and appendix [J](#).
- Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#), and [C](#).
- Responsible for ensuring the competition runs smoothly and on time.



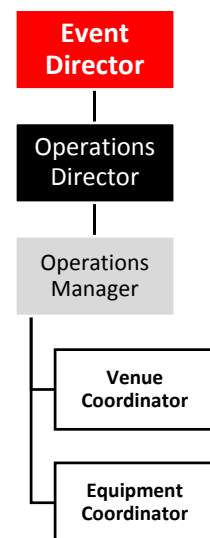
- Ensure that Competition Coordinators have all the materials and man power needed to deliver a smooth competition.
- Provide a completed GCG event scorecard following the event.
  - **MAG Competition Coordinator:** The MAG Competition Coordinator must ensure that [section 2](#) of appendix J meets GCG’s standards for MAG competition.
  - **WAG Competition Coordinator:** The WAG Competition Coordinator must ensure that [section 3](#) of appendix J meets GCG’s standards for WAG competition.
  - **RG Competition Coordinator:** The RG Competition Coordinator must ensure that [section 4](#) of appendix J meets GCG’s standards for RG competition.
  - **TG Competition Coordinator:** The TG Competition Coordinator must ensure that [section 5](#) of appendix J meets GCG’s standards for TG competition.



**Operations Manager:**

The Operations Manager is responsible for the venue and equipment areas. They report to the [Operations Director](#) and oversee the [Venue](#) and [Equipment](#) Coordinators. Their responsibilities include, but are not limited to:

- Responsible for section [15](#) and appendices [I](#), [J](#) and [K](#).
- Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
- Ensure the facility meets GCG’s requirements in appendix I.
- Ensure technical and non-technical equipment meets GCG’s requirements.
- Ensure that the floor plan approved by GCG is followed.
- Create and manage the security plan, including the Emergency Action Plan.
- Create and manage the medical plan.
- Provide an operations report following the event.
- Provide a completed GCG event scorecard following the event.
  - **Venue Coordinator:** The Venue Coordinator is responsible for the following:
    - Responsible for sections [15.1-15.3](#) and appendix [I](#).
    - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).





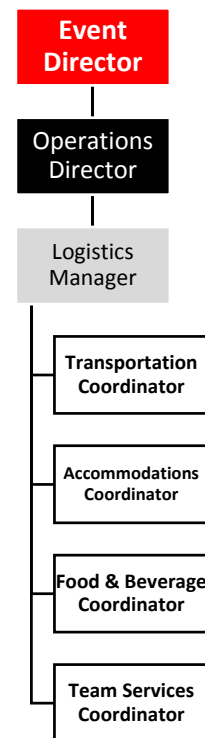
- Ensure the competition facility is ready for competition and meets GCG’s venue requirements.
  - Ensure that the competition space is cleared and ready for the arrival and set-up of technical and non-technical equipment.
  - Coordinate the set-up and take-down of all technical and non-technical equipment.
  - Ensures the facility is cleaned appropriately prior, throughout, and after the event.
  - Ensure that the facility has minimal visible signage that is not relevant to the event.
  - Ensure that GCG’s medical protocol ([Appendix M](#)) is followed throughout the event.
  - Ensure CCES guidelines are met for doping control procedures ([Appendix M – Doping Control](#)).
  - Coordinate the security team at the event. Must ensure the safety of all participants throughout the facility and control the flow of individuals allowed on the competition floor.
  - Provide a completed GCG event scorecard following the event.
- **Equipment Coordinator:** The Equipment Coordinator is responsible for the following:
    - Responsible for sections [15.4-15.6](#) and appendix [J](#) and [K](#).
    - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
    - Work with GCG and its equipment supplier to review and finalize the floor plan.
    - Ensure that all technical equipment needed for the event has been acquired.
    - Coordinate with GCG’s Director - Events for the arrival and departure schedule of all technical equipment.
    - Coordinate with the [Venue Coordinator](#) for the set-up and take-down schedule of all technical and non-technical equipment.
    - Ensure that the set-up of technical equipment is exactly as is outlined in the floor plan approved by GCG.
    - Ensure that all non-technical equipment is in place by the start of competition.
    - Ensure that all partnership signage is on the competition floor and throughout the facility by the start of competition.
    - Provide a completed GCG event scorecard following the event.

**GCG Responsibility:**

- Provide all gymnastics equipment through its partner Gymnova S.A.
- Provide transportation of the Gymnova S.A. equipment from the warehouse to the competition venue.

**Logistics Manager:** The Logistics Manager reports to the [Operations Director](#) and oversees the [Transportation](#), [Accommodations](#), [Meals](#) and [Team Services](#) Coordinators. Their responsibilities include:

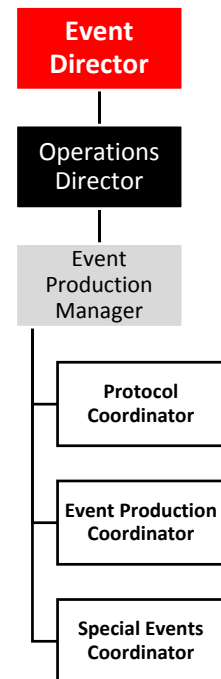
- Responsible for section [16](#) and appendix [L](#).
  - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
  - Must ensure that appropriate numbers of accommodations have been reserved for the estimate number of participants.
  - Ensure that the highest level of service is provided to participants.
  - Provide a logistics report following the event.
  - Provide a completed GCG event scorecard following the event.
- **Transportation Coordinator:** The Transportation Coordinator is responsible for the following:
    - Responsible for section [16.1](#).
    - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
    - Organize all ground transportation for judges and GCG officials.
    - Create and distribute a transportation schedule for all judges and GCG staff to and from the venue, hotel and airport.
    - In the event that the LOC decides to provide ground transportation for all delegates, the transportation coordinator is responsible for coordinating and delivering the transportation plan.
    - In the event that the LOC does not provide transportation to delegates, outside of judges and GCG representatives, they must provide a list of local rental companies to the delegates.
    - Provide a completed GCG event scorecard following the event.
  - **Accommodations Coordinator:** The Accommodations Coordinator is responsible for the following:
    - Responsible for section [16.2](#).
    - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
    - Coordinate with the [Sponsorship Manager](#) to find a host hotel for the event.
    - Work with GCG to reserve an appropriate number of rooms/beds in accommodations based on anticipated attendance. The number will depend on the number of disciplines.
      - This is required whether the LOC offers an accommodation/meal plan or not.
    - In the case that the LOC offers an accommodation/meal plan:
      - Liaise with main residence / hotel contact person.
      - Create rooming lists according to information communicated by provinces.
      - Welcome participants and VIPs at the residence/hotels.
      - Provide support at accreditation center and the Team Services office for questions concerning accommodation questions and situations.



- In the case that the LOC does not provide an accommodation/meal plan:
  - Manage all accommodation contracts.
  - Provide information on host hotels to delegates.
  - Provide a completed GCG event scorecard following the event.
  
- **Food & Beverage Coordinator:** The Food & Beverage Coordinator is responsible for the following:
  - Responsible for section [16.3](#).
  - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
  - Manage the F&B portion of the hospitality plan.
  - Coordinate and ensure delivery of meals for all judges, GCG staff, and LOC staff throughout the event.
  - Coordinate and ensure delivery of F&B to volunteers.
  - Coordinate and ensure delivery of F&B for coaches according to hospitality plan.
  - In the event that the LOC offers an accommodation/meal plan:
    - Create a meal plan with flexible meal hours (according to the competition schedule).
    - Ensure lunch box options are available with the cafeteria in the event of restrictive opening hours.
    - Liaise with main catering contact person.
    - Ensure that access to the cafeteria is monitored during the event.
    - Ensure allergen-free options for those individuals with allergies or intolerances (e.g. gluten-free, dairy-free).
    - Provide support at accreditation center and the Team Services office for questions concerning meals.
  - Provide a completed GCG event scorecard following the event.
  
- **Team Services Coordinator:** The Team Services Coordinator is responsible for the following:
  - Responsible for section [16.4](#) and appendices [L](#) and [M](#).
  - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
  - Ensure the accreditation protocol ([Appendix L](#)) and delivery of accreditations.
  - Write a delegate's handbook with all pertinent information to your event. See section [16.4.5](#) for full details.
  - Ensure a Team Services office is set-up and staffed throughout the event to assist delegations.
  - Provide a completed GCG event scorecard following the event.

**Event Production Manager:** The Event Production Manager reports to the [Operations Director](#) and oversees the [Protocol](#), [Event Production](#) and [Special Events](#) Coordinators. Their responsibilities include:

- Responsible for sections [17](#) and appendices [L](#), [M](#), [N](#), [O](#), [P](#) and [Q](#).
  - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
  - Provide an event production report following the event.
  - Provide a completed GCG event scorecard following the event.
- **Protocol Coordinator:** The Protocol Coordinator is responsible for ensuring that all GCG protocols are followed. Responsibilities also include:
    - Responsible for sections [17.1](#) and appendices [L](#), [M](#), [N](#), [O](#), [P](#) and [Q](#).
    - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#) and [C](#).
    - Ensure that all ceremonial, awards, competition, and ancillary protocols and tasks are followed (see appendices listed above).
    - Coordinate opening, closing, and award ceremonies.
    - Responsible for inviting LOC VIPs.
    - Manage VIP areas and hospitality suites during the event.
    - Coordinate with the Food & Beverage Coordinator to ensure the VIP and hospitality areas have enough supplies (food & beverage, programs, seats, etc.) and supervise the areas during the event.
    - Coordinate with the [Team Services Coordinator](#) to ensure accreditation and medical protocols are properly followed.
    - Coordinate with the [Special Events Coordinator](#) to ensure all special events protocols are followed.
    - Provide a completed GCG event scorecard following the event.
  - **GCG Responsibility:** invite GCG VIPs and provide list to protocol coordinator.
- **Event Production Coordinator:** The Event Production Coordinator is responsible for the following:
    - Responsible for sections [17.2-17.5](#).
    - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#), and [C](#).
    - Secure and manage a webcast/broadcast provider and all requirements related to webcast/broadcast.
    - Ensure that each discipline and subsequent events are live streamed.
    - Ensure the appropriate number of microphones; quality and positioning of speakers; positioning of lights; selection of age-appropriate music; and

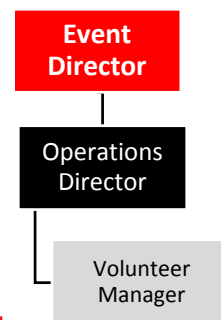


coordinating any announcements made by the announcer (including writing the scripts) ([Appendix Q](#)).

- Explore and implement creative sources of audience interaction throughout the Event.
  - Work with the [Communications](#) and [Marketing](#) Managers to develop promotional tools.
  - Provide a completed GCG event scorecard following the event.
- **Special Events Coordinator:** The Special Events Coordinator is responsible for all events listed from sections 17.6.1 to 17.6.4. The Special Events Coordinator is the main point of contact for the LOC for any of these events.
    - Responsible for section [17.6](#) and appendix [Q](#).
    - Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#), and [C](#).
    - Plan and coordinate the athlete and coaches/judges banquet or socials.
    - The LOC is encouraged to create as many opportunities as possible for the delegations to interact throughout the event.
    - Provide a completed GCG event scorecard following the event.

**Volunteer Manager:** The Volunteer Manager reports to the [Operations Director](#). Additional responsibilities include:

- Responsible for section [18](#).
- Read sections [1-6](#) and [8](#) and appendices [A](#), [B](#), and [C](#).
- Coordinate with every Manager in the LOC to determine the number of volunteers required for the event and when they need them.
- Establish recruitment strategies.
- Create and manage the volunteer work schedule.
- Arrange a volunteer meeting prior to the event.
- Coordinate volunteer training.
- Organize food and drinks for the volunteers in collaboration with the [Food & Beverage Coordinator](#).
- Organize the volunteer meeting room.
- Coordinate the accreditation of volunteers with the [Team Services Coordinator](#).
- Dispatch the volunteers where needed with instructions.
- Prepare an announcement script to acknowledge all volunteers at the closing ceremonies.
- Ensure appropriate volunteer recognition.
- Provide a volunteer report following the event.
- Provide a completed GCG event scorecard following the event.



## Appendix C: Timelines

---

The following is a high level overview of important dates from the time your organization has been awarded the event, all the way until the post-event review. Following the deadlines will ensure a smooth hosting process and an overall better hosting process. Dates will be specified in the hosting agreement.

### Pre-Event

- **30 days after event being awarded**
  - Sign hosting agreements
  - Submit finalized organization chart
  - Budget submission
- **6 to 12 months before the event**
  - Event logo submission
  - Sponsorship package submission
  - Marketing and communication plan submission
  - Ticket plan submission
  - Host accommodations list
- **3 to 6 months before the event**
  - Ground transportation plan
  - In collaboration with GCG, release the Directive for the event
- **2 – 4 weeks before the event**
  - In collaboration with GCG, release the Delegates' Handbook

### Post-Event

- **No later than 60 days post-event: Score card submission**
  - Submit final report which includes scorecards and final budget

## Appendix D: Budget Guidelines

---

Properly establishing and managing the event budget is imperative for the financial success of the event. Building an effective budget will ensure each department has enough money to function properly but that the total amount allocated is still less than the revenues, therefore ensuring a profit. The following document will help you build a budget for your event. This document is simply a guide and is optional.

Following the submission of the Hosting Agreement, GCG's Director - Events will provide an electronic document entitled 'Budget Template' which can aid the LOC in building and tracking their budget throughout the hosting process.

### Step 1 – Determine Income Sources

The first step is to identify the different revenues that are available for the event. In the 'Budget Template' provided by GCG's Director - Events there is a list of the most common sources of income for your organization. However, this is only a template and it is encouraged to find creative revenue sources.

### Step 2 – Determine Expense Sources

Similar to Step 1, identifying each departments' realistic expenses is essential to proper budget management. In the 'Budget Template' there is a list of the most common sources of financial expenses for the GCG event you are hosting. Again, if you identify additional sources feel free to add them to the template.

### Step 3 – Determine Income Estimates

Once you have your income sources, it is time to estimate the amount of money you will be receiving from each source. GCG recommends being mildly conservative in this approach as it is always better to get more than you estimate rather than less.

### Step 4 – Determine Expense Estimates

This step can be approached as allocating money to each department that was identified in Step 2 as requiring money for their expenses. Following conversations with each manager and coordinator with expense needs (Step 2), the Finance Manager can form a big picture of where funds are most needed and can allocate accordingly. The Finance Manager must ensure fund allocations do not surpass the income (Step 3). Contrary to the recommendation of being conservative in revenue amounts, it is encouraged to budget expenses as higher than expected. This will automatically build a financial contingency. However, it is important that each Director and Manager understands the limitations of each of their purses and is encouraged to spend less than the purse allocated.

## Step 5 – Submit the Final Pre-Event Budget

Once all income and expense sources and amounts are set and the Finance Manager ensures the income and the expenses are balanced, a 'Final Pre-Event Budget' must be submitted to GCG's Director - Events.

## Step 6 – Tracking

The Finance Manager must track all income and expenses throughout the hosting process. The 'Budget Template' will help to track that financial information.

## Step 7 – Submit Post-Event Financial Report

The Finance Manager must submit a financial report after the event. The document must include the excel file used to estimate and track all financial information and a short report regarding the highs and lows of the process and recommendations for future events.



## Appendix E: National Sponsors

The following is a chart with a complete list of GCG's partners in the left column. The subsequent columns indicate the details of the sponsorship agreement. This chart is meant as a tool when selecting event sponsors at an LOC level. You must ensure that exclusivity rights are not violated and there is no conflict between brands.

Note that this chart may change at any time. It is expected that the LOC will respect any new partners and sponsors acquired by GCG.

National Sponsor	Exclusivity of the market	Program	Poster (logo)	Website (logo and link)	Competition site (banners provided by GCG)	VIP Invitation (quantity – according to sponsors request)	Promotional Booth and other
GCG		2 PAGES	YES	YES	YES	YES	YES (2)
Gov't of Canada		Below GCG President welcome message	YES	YES	YES	YES	NO
Own the Podium		Logo next to GCG welcome letter	YES	YES	NO	YES	NO
BMO (Credit Card)	YES credit card (not banking)	1 PAGE	YES	YES	YES	NO	NO
Gymnova S.A.	YES	1 PAGE	YES (& back of volunteer shirts & tickets)	YES	YES	YES	YES
Inspire Sport (MAG sponsor)		YES	YES	YES	YES		YES
Jagwear (WAG and TG women sponsor)		YES	YES	YES	YES	YES	YES
Adidas	YES	1 PAGE	YES	NO	YES	YES	YES

## Appendix F: Sponsorship Package Guidelines

---

The following are steps that GCG recommends using to build a sponsorship package. Following the signing of the Hosting Agreement, you will be provided with a folder of various electronic templates, one of which is a 'Sponsorship Package Template'. The template is to be used as a tool to help track potential sponsors for your event.

It is the responsibility of the LOC to create a document with the following information:

- Explain the sport of gymnastics and the event you are hosting (Elite Canada, Canada Cup, or Canadian Championships).
- The benefits of sponsoring your event.
- The different sponsorship opportunities available at the event.
- A clear list of the different sponsorship levels and what those levels include.
- A form the potential sponsor must fill-out and submit if they wish to be a sponsor.
- For increased success, GCG recommends customizing sponsorship packages to each sponsor.

### Building a Sponsorship Package

---

This section will help guide the Sponsorship Manager and Business Director to build a proper Sponsorship Package to send to prospective sponsors. These steps are simply a guide and are completely optional.

#### Step 1 – Determine Your Asset Inventory

Figure out what you have to offer sponsors. You would be surprised how many things you might have to offer to a sponsor that are of little to no cost to the LOC. Start by making a list on one page of all the assets you can offer sponsors. Don't be afraid to think outside of the box. Talk to the different managers and coordinators from the LOC to see if they might have anything to offer from their ends. Furthermore, GCG's Director - Events might have ideas based on past events. The following is an example of a short list of gymnastics-related assets:

- Event Title
- Discipline Title (if your event has more than one discipline)
- Apparatus Title
- Competition floor signage
- Visibility on result boards
- Visibility through event social media outlets
- Visibility through webcast or broadcast
- Vendor space opportunities
- Material distribution through delegate packages
- Ancillary event title
- Banquet title

## Step 2 – Build Your Packages

Once you have your list, start thinking about how you can group certain assets together to create package levels. Figure out the asset with the highest value and the asset with the lowest value. High-value assets are those with high perceived value or those you have very few of. Conversely, low-value assets are those with low perceived value or those you have many of. Place the remaining assets along that continuum according to their perceived value between the highest and lowest value. Value is established either by cost, and/or the level of visibility a potential sponsor will receive.

Once you have a clear list of highest to lowest value, start thinking of how you can break them up into levels. The highest levels should include those high-value assets along with a few medium-valued assets and some low-value assets. A medium level package should consist of medium-value assets and low-value assets, while the lower levels consist simply of low-value assets.

Keep some assets in your back pocket and see if you can sweeten a deal with a sponsor who is on the edge by throwing it in their package. Most importantly, be willing to adapt a package to better suit a potential sponsor's needs.

## Step 3 – Sales & Tracking

Go out and sell your event! Track who you are speaking to and don't forget to follow up! This is where using GCG's Sponsorship Package Template may be useful at tracking the sponsor's name, the level they have or will purchase, the cash or in-kind value they are willing to provide, and contact information. The template will automatically calculate financial values.

Ensure that all cash or in-kind sponsorships have agreements in place to protect all parties involved.

## Step 4 – Delivery

Make sure that you do what you promised the sponsor. Whether it be posting their logo on all official documents or simply offering them VIP access to your event, make sure the sponsor servicing is at par or better than what is in the agreement. Providing the sponsor with the most value for their investment will increase the likelihood that they will invest in one of your future events.

## Step 5 – Follow-Up

Ensure that you contact the sponsor following the event to get their feedback. Use this information to assess whether the value you provided them matches the investment they made. This information can be used to build sponsorship package levels differently in the future and/or strengthen your relationship with the current sponsor.

# Appendix G: Marketing Strategy Guidelines

---

A properly built marketing strategy can be the difference between having empty stands or a full crowd. It can also be the difference between not having enough volunteers or having so many that you can't schedule everybody on the same day. A proper marketing strategy can be the most efficient way to spread the word about your event throughout the community.

The following sections will take you through a series of steps that will help you build a proper marketing strategy for your event. These steps are simply recommendations. GCG encourages the LOC to be as creative as they wish regarding any marketing strategies as often times the most creative methods turn out to be the most effective.

The following steps will help create a basic marketing strategy, to be used in collaboration with the 'marketing Strategy template' provided by GCG's Director - Events.

## Step 1: Create a 'Situational Analysis'

The first step is about clearly identifying and determining what your organization is or does. You must be able to identify the product you want to then market and show the world. For a GCG event, you are essentially a 'sporting event'. However, which disciplines are going to be showcased at your event? Based on that, which star athletes might you want to showcase?

**At the end of this step you should have the following:**

- Your event (official name and location)
- Your discipline(s)
- Athletes or coaches you might want to showcase (optional)

## Step 2: Your Message

Once you have your product, your discipline, and athletes/coaches you want to showcase, you need to decide how you want to portray your event to the local community. This is going to be your message. No matter the marketing method (i.e. TV, radio, posters), your message should be portrayed clearly.

Perhaps you would like your message to focus on "the growth of the sport" and grassroots development. This would be a strategy to attract local children and participation-based athletes. However, you might wish to focus on the high-performance aspect of your event by saying something like "come see some of the top athletes in the world" which might attract some young aspiring athletes and anybody who might of heard the name of some of those athletes in the news.

**At the end of this step you should have the following:**

- A clear and concise message that will be the driving force behind all marketing methods.

### Step 3: Determine your Target Audience

Once you have figured out your situational analysis and the message you want to send to your audience, you now have to determine who you want your audience to be. By determining what segment of the local or regional community you might want to attract and focusing your marketing efforts to target these people, the marketing strategy will be more efficient. This is because you are focusing your message on an already captive audience who you know might listen and respond/act on that message by coming to your event. For example, if your message is to showcase some of the best athletes in the world and you know that young children who aspire to be gymnasts one day idolize some of these athletes, your target audience should be young gymnasts and local clubs. Or even better, their parents!

Your target audience should be those individuals that you believe would be most affected by your message from Step 2.

**At the end of this step you should have the following:**

- A clear target audience

### Step 4: Determine your Marketing Goals

In this step you are to determine specific goals that you expect your marketing initiatives to accomplish. These goals should take into account the previous steps of this process, therefore they will be quite specific to your organization. It is best to have goals that can be measured, as in ticket sales (as a direct result of a marketing strategy) or surveys at the event (asking people if they are attending as a result of the marketing strategy).

Examples of marketing goals can include: reaching a certain attendance at the event, recruiting a certain number of volunteers for the event, having the event mentioned a certain number of times by way of public broadcasts, etc.

**At the end of this step you should have the following:**

- 2 or more specific marketing goals

### Step 5: Determine your Budget

The marketing promotions you will be able to do will ultimately come down to how much money you have to operate with. Once you have a total amount, you should allocate certain amounts to different activations you wish to implement.

Most marketing strategies require money to activate. For example, television or radio broadcasts will often have a price per ad. However, these are potentially your best methods of getting a message out to a large and captive audience. It is why it is often recommended to have a television or radio station as one of your sponsors who provide in-kind value instead of financial value. This can reduce your marketing costs by a significant amount and help you reach a large audience in the community.

There are also low-cost or no-cost activation options. Possibly the best and most efficient in today's tech-world is the use of social media. Creating social media accounts and interacting your target audience through social media is free (usually) and highly effective.

**At this end of this step you should have the following:**

- A complete operating budget
- Specific allocations of money to different activation strategies

## Step 6: Activations

The last step of the process is to identify how you wish to market your event and get your message to your target audience. Activations need to respect your operating budget and should be the most effective ways to reach your marketing goals.

Activations are the physical expressions of your marketing strategy. These can include a radio commercial, a prize giveaway over Twitter, a stand at a local mall with advertisements and activities for children, etc. The more creative you are, the more likely the activation will help you reach your marketing goals.

**At the end of this step you should have the following:**

- 3 or more activation strategies

## Important Considerations

It is important for the Marketing Manager to coordinate with the Sponsorship Manager because certain sponsorship packages might award a sponsor certain activations prior to or during your event. Moreover, the Sponsorship Manager should be made aware of the benefits of having a radio or television sponsorship deal (i.e. to reduce activation costs).

Furthermore, please be aware of GCG's National Sponsors activation rights and ensure those rights are respected. A full list of National Sponsors can be found in [Appendix E](#).

# Appendix H: Ticket Sales & Tracking Guidelines

---

Ticket sales can be a large part of the event revenue if priced appropriately and the event is marketed properly to the local and regional community. However, the process also requires proper tracking of ticket sales to ensure objectives are met and the appropriate amount of money is collected.

The following steps are to be used as a guide to building a proper ticket sales strategy and tracking sales appropriately. GCG's Director - Events will provide you with a 'ticket tracking template'. These steps and template are simply guidelines and their use by the LOC is optional.

## Step 1: Determine your Ticket Inventory

The first step is to figure out how many tickets you have to begin with. Visit the venue, determine how many seats there are and how many tickets could be sold. Remember to ask about fire marshal rules regarding capacity as well as that delegation seating is also required. You want to know the maximum amount of tickets that could be sold per session/day. Another consideration is the number of days that the event will be held. Everyday a seat can be eligible to be re-sold if it was not involved in a package deal.

**At the end of this step you should have the following:**

- A total number of potential tickets per day

## Step 2: Determine Ticket Allocations

Once you have the total number of tickets to be sold and their locations, you need to allocate them. You need to determine how many tickets are to be given away as part of sponsorship packages, VIPs, or other dignitaries. You also need to estimate the number of seats delegations will require as a delegate's accreditation also give them the right to a seat when not competing. The remaining tickets are to be sold to the general public.

Ticket tracking is especially important at this stage to make sure tickets are being distributed appropriately.

**At the end of this step you should have the following:**

- Clear allocations of tickets to different groups of individuals and a remaining total for sale

## Step 3: Ticket Revenue Plan

Now that you know exactly how many tickets you have for sale, you need to determine each ticket's value. This will depend on their location in the venue and their accessibility. You are essentially giving every seat a value. Once you have price points, then you need to consider how tickets will be sold. Are you going to provide package deals where an individual can purchase a ticket for the duration of

the event? Or is a ticket only good for a single day? Are you going to provide different prices for children, students, adults, and seniors? Maybe you want family packages? No matter the decision on these options, you need to assign financial value to each ticket and package to create an estimated ticket sales total. Based on the estimate, the LOC can then create ticket sales objectives, both in terms of total revenue and actual number of tickets sold.

**At the end of this step you should have the following:**

- A value associated to each ticket to be sold to the public
- Ticket packages/deals
- An estimate of ticket sales revenue
- 1-2 clear ticket sales objectives

## Step 4: Ticket Sales Timeline

The LOC should consider the timeline of ticket sales to the general public. A release date should be clearly advertised to the public (coordinate with Marketing Manager). Tickets can be released on a single day or released differently over time (i.e. packages sold first, followed by single day tickets).

**At the end of this step you should have the following:**

- Specific ticket release date(s)

## Step 5: Ticket Tracking

Once tickets begin to be sold to the public, it is important to track exactly which tickets were sold and for how much money. The financial revenue for each ticket will vary depending on if it was sold as part of a package or individually; if it was sold for an entire weekend or a single day; if it was sold to a child or an adult. It is important to track that sort of information to make sure financial totals at the end of the weekend accurately reflect your records.

**At this end of this step you should have the following:**

- At the end of the event there should be a clear breakdown of ticket sales (using the GCG “ticket tracking template” will help with this step)

## Important Considerations

It is important for all financial information to be shared with the Finance Manager. This includes ticket pricing, estimates, objectives, tracking, and final ticket sales revenue.



## Appendix I: Venue Requirements

---

- **Size of the competition venue:** (all in 'square feet')
  - WAG: 17,000
  - MAG: 17,000
  - TG: 17,000
  - RG: 6,000
  - WAG + MAG: 28,000 (competition); 15,000 (training)
  - WAG + MAG + TG: 45,000 (competition); 23,000 (training)
  - All: 50,000 (competition); 30,000 (training)

Note: For Elite Canada MAG and WAG, no training gym is required.
- **Ceiling Height:** (from lowest hanging point)
  - MAG & WAG: 21.5 feet or 6.6 metres
  - TG and RG: 26.5 feet or 8.1 metres (10-12 metres recommended)
- **Lighting:** Lighting should be indirect with halogen or halide being the best; fluorescent is not great; avoid sodium or mercury vapour; 540 lux (or 50 foot-candle) is much too low; 100 foot-candle is good.
- **Seating:** Minimum 500 per individual discipline
- **Rooms / ancillary facilities:**
  - 1 headquarters
  - 1 meeting room for each program (4)
  - 1 GCG room
  - 1 media (+ storage)
  - 1 volunteer
  - 1 VIPs
  - 1 protocol
  - 1 hospitality – coaches and judges (can be the same as the VIP)
  - For one day – Orientation meeting (5 rooms) 1- 200 people and 4 – 50 people
  - Additional meetings rooms may be required depending on schedule.
- **Environmental:** Temperature 21 – 23 degrees
- **Electronic power:** Multiple power sources will be needed for the event. Contracting a company to properly run power on the Field of Play is recommended.
- **Wireless internet access:** Dedicated networks for scoring and webcast are required.
- **Parking:** 500+ (free if possible)

# Appendix J: Technical Requirements

---

The following sections contain all the technical equipment requirements for the given discipline.

## 1 Applies to all

---

### 1.1 Scoring

Gymnastics Canada will provide the scoring systems for each discipline. However, some items are still required from the organizing committee.

These items apply to all. Their quantities are dependent on the site plan:

- Internet connection dedicated to scoring to ensure live results. DSL (hard line connexion) highly preferred and more stable than wireless.
- Projection screen(s) to project results to spectators (minimum 9'x11')
- Projector (rear projection preferred)
- 2-3 tables for scoring area
- 3-4 chairs for scoring area
- Printer/copier
- Scoring stationary: paper, paperclips, pencils, pens, stapler, staples, file folders, etc.
- Power bars and extension cords. Quantities and length will depend on site plan.

### 1.2 Judge Liaison

It is highly recommended that a judge liaison be assigned to each discipline prior to and during the event. This individual's main responsibility will be to liaise with the Head Judges for each discipline to ensure that all of their needs are met prior to and during the event.

### 1.3 Floor Managers

Each discipline must have a floor manager whose main responsibilities are to ensure the competition runs on-time, as well as to ensure the competition is presented in the most professional way possible. This includes, but is not limited to, coordinating the rotations, ensuring only properly accredited individuals are on the field of play, coordination with GCG's Technical Program Director for competition related issues, ensuring the field of play is kept clean at all times, etc.

## 2 Men's Artistic Gymnastics (MAG)

---

### 1.1 Scoring:

- GCG is currently finalizing an agreement with a MAG/WAG scoring system supplier. More details will be available at a later date.

### 1.2 Minor Officials

The following minor officials will be required throughout each MAG competition session:

FLOOR	POMMEL HORSE	RINGS	VAULT	PARALLEL BARS	HIGH BAR
Timer					
Scorer	Scorer	Scorer	Scorer	Scorer	Scorer
Flasher	Flasher	Flasher	Flasher	Flasher	Flasher
Runner	Runner	Runner	Runner	Runner	Runner
2 X Line Judge			Line Judge		

N.B. Runners are not required with electronic and live scoring.

### 1.3 Video Cameras

GCG will provide 6 video cameras, tripods and SD cards to be used as official review cameras. The LOC must provide power to each camera and a volunteer to operate each camera.

### 1.4 Technical Meetings

There are numerous meetings that will take place throughout a GCG event. The Technical Manager will work closely with GCG in the preparation and delivery of all meetings. Here is a list of the standard meetings that occur during a GCG event. Note that additional meetings may be added.

#### 1.4.1 *Technical Meeting for Coaches*

The Coaches' Technical Meeting usually takes place at the end of the last training day and before the start of competition. A space within the competition venue that is big enough to accommodate all of the registered coaches, team managers, and chefs de mission should be set aside for this meeting. It should also have a sound system. In some cases a screen and projector may be needed.

#### 1.4.2 *Judges Meetings*

A meeting room should be dedicated to the judges throughout the entire event. At a minimum, MAG judges will have the following meetings: Course during first

day of training or day before training and a meeting one hour before the start of each competition sessions.

The assigned room is also where the judges’ hospitality and meals should be served.

This room must be large enough to hold at least 40 judges in a classroom, boardroom, or u-shape set-up, have a screen and projector, and be a short distance from the field of play.

Additional meetings and/or courses may occur throughout the event. The Canadian Head Judge and GCG’s Director – Events will work with the Technical Manager and Judges Liaison to complete the schedule.

### 1.5 Competition Regulations

The following documents should be read and understood by the Technical Manager and MAG Competition Director:

- [Technical Regulations](#)
- [Canadian Elite Pathways Program](#)

## 3 Women’s Artistic Gymnastics (WAG)

---

### 1.6 Scoring

- GCG is currently finalizing an agreement with a MAG/WAG scoring system supplier. More details will be available at a later date.

### 1.7 Minor Officials

The Canadian Head Judge will send a document to the organizing committee approximately four months prior to the event that will outline all minor official requirements.

Minor officials, especially line judge positions, should be provincial level judges whenever possible to ensure the gymnasts have the fairest and most expert assessment of their performances.

VAULT	UNEVEN BARS	BEAM	FLOOR
	Timer	Timer	Timer
Scorer	Scorer	Scorer	Scorer
Flasher	Flasher	Flasher	Flasher

Runner	Runner	Runner	Runner
Line Judge		Line Judge	2 x Line Judges

N.B. Runners are not required with electronic and live scoring.

## 1.8 Video Cameras

GCG will provide 4 video cameras, tripods and SD cards to be used as official review cameras. The LOC must provide power to each camera and a volunteer to operate each camera.

## 1.9 Technical Meetings

There are numerous meetings that will take place throughout a GCG event. The Technical Manager will work closely with GCG in the preparation and delivery of all meetings. Here is a list of the standard meetings that occur during a GCG event. Note that additional meetings may be added.

### 1.9.1 *Technical Meeting for Coaches*

The Coaches' Technical Meeting usually takes place at the end of the last training day and before the start of competition. A space within the competition venue that is big enough to accommodate all of the registered coaches, team managers, and chefs de mission should be set aside for this meeting. It should also have sound system. In some cases a screen and projector may be needed.

### 1.9.2 *Judges Meetings*

A meeting room should be dedicated to the judges throughout the entire event. At a minimum, WAG judges will have the following meetings: Course during first day of training or day before training, and a meeting one hour before the start of each competition sessions.

The assigned room is also where the judges' hospitality and meals should be served.

This room must be large enough to hold at least 40 judges in a classroom, boardroom, or u-shape set-up, have a screen and projector and be a short distance from the field of play.

Additional meetings and/or courses may occur throughout the event. The Canadian Head Judge and GCG's Director – Events will work with the Technical Manager and Judges Liaison to complete the schedule.

## 1.10 Competition Regulations

The following documents should be read and understood by the Technical Manager and WAG Competition Director:

- [Canadian JO Manual](#)

# 4 Rhythmic Gymnastics

---

## 1.11 Scoring

- GCG provides the software to be used.
- 2 computers for scoring station
- 1 screen for the audience
- 1 screen for the training gym
- If a big screen is not in the line of sight of the judges, a screen (i.e. TV connected to laptop, computer, etc.) projecting the scores to the judges.

## 1.12 Minor Officials

The following minor officials are required for RG for each competition session:

- 1 secretary
- 2 line judges for individual competition
- 4 line judges for group competition
- 2 timers
- 1 official to measure apparatus in the training gym
- 1 videographer

## 1.13 Video Cameras

GCG will provide 1 video camera, tripod and SD card to be used as official review cameras. The LOC must provide power to each camera and a volunteer to operate each camera.

## 1.14 Technical Meetings

There are numerous meetings that will take place throughout an RG event. The Technical Manager will work closely with GCG in the preparation and delivery of all meetings. Here is a list of the standard meetings that occur during a GCG event. Note that additional meetings may be added.

### **1.14.1 Technical Meeting for Coaches**

The Coaches' Technical Meeting usually takes place at the end of the last training day and before the start of competition. A space within the competition venue that is big enough to accommodate all of the registered coaches, team managers, and chefs de mission should be set aside for this meeting. It should also have sound system. In some cases a screen and projector may be needed.

### **1.14.2 Judges Meetings**

A meeting room should be dedicated to the judges throughout the entire event. At a minimum, RG judges will have the following meetings: Course during first day of training or day before training, and a meeting one hour before the start of each competition session.

The assigned room is also where the judges' hospitality and meals should be served.

This room must be large enough to hold at least 20 judges in a classroom, boardroom, or u-shape set-up, have a screen and projector and be a short distance from the field of play.

Additional meetings and/or courses may occur throughout the event. The Canadian Head Judge and GCG's Director – Events will work with the Technical Manager and Judges Liaison to complete the schedule.

## **1.15 Competition Regulations**

The following documents should be read and understood by the Technical Manager and RG Competition Director:

- Documents coming soon.

# **5 Trampoline Gymnastics**

---

## **1.16 Scoring**

### **1.16.1 GCG supplied Equipment (i-Judge)**

- 8 x HP PCs (large)
- 18 x Acer PCs (small)
- 1 x Gigabit Router
- 3 x 16-port network switches
- 26 short internet cables
- 3 x 50m long internet cables

- 3 x large power bars

#### **1.16.2 LOC Required Equipment (Competition Management)**

- 1 x Printer with spare toner
- Laptop for projector
- 1 x MB router (for live scoring)
- 4 x 6-plug power bars (scoring table, TUM, DMT, TRI)
- Extension cords (TUM, DMT, TRI)
- 1 x 50ft internet cable (projector)
- 1 x 50ft internet cable (facility internet → scoring table PC for live scoring)

#### **1.16.3 Required Software & PC Configuration**

- Microsoft Office on ISS MMS PC
- Configuration of HP PC for ISS MMS, Web Results, MS Office.

### **1.17 Minor Officials**

The following minor officials are required for TG:

- 1 secretary per event
- 1 videographer per event

### **1.18 Video Cameras**

GCG will provide 3 video cameras, tripods and SD cards to be used as official review cameras. The LOC must provide power to each camera and a volunteer to operate each camera.

### **1.19 Technical Meetings**

There are numerous meetings that will take place throughout an event. The Technical Manager will work closely with GCG in the preparation and delivery of all meetings. Here is a list of the standard meetings that occur during a GCG TG event. Note that additional meetings may be added.

#### **1.19.1 Technical Meeting for Coaches**

The Coaches' Technical Meeting usually takes place at the end of the last training day and before the start of competition. A space within the competition venue that is big enough to accommodate all of the registered coaches, team managers, and chefs de mission should be set aside for this meeting. It should also have sound system. In some cases a screen and projector may be needed.



### **1.19.2 Judges Meetings**

A meeting room should be dedicated to the judges throughout the entire event. At a minimum, TG judges will have the following meetings: Course during first day of training or day before training, and a meeting one hour before the start of each competition session.

The assigned room is also where the judges' hospitality and meals should be served.

This room must be large enough to hold at least 25 judges in a classroom, boardroom, or u-shape set-up, have a screen and projector, and be a short distance from the field of play.

Additional meetings and/or courses may occur throughout the event. The Canadian Head Judge and GCG's Director – Events will work with the Technical Manager and Judges Liaison to complete the schedule.

## **1.20 Competition Regulations**

The following documents should be read and understood by the Technical Manager and TG Competition Director:

- Documents coming soon.

# Appendix K: Non-Technical Equipment Requirements

The LOC must provide an internet connection at the competition venue, power at each apparatus, at the head technical and operations tables, as well as at the scoring area.

Table numbers are based on 6 foot tables. All tables on the competition floor and in the view of the public must be covered. White table cloth and black skirt are preferred.

All risers must meet the provincial safety regulations. At a minimum, the podium must have a rail at the back and a step or stairs if more than 12" high.

Numbers may vary depending on venue.

Some items in the non-gymnastics equipment requirements may be combined if in same venue.

## 1 Men's Artistic Gymnastics (MAG)

On the following page is a list of required non-technical equipment on the floor plan.

AREA	WHAT IS NEEDED	TOTAL REQUIRED
<b>FLOOR</b>	6 Chairs for Judges / 3 tables	<b>4 Tables &amp; 10 chairs</b>
	1 Chair for Timer / 1 table	
	1 Chair for Secretary	
	2 Chairs for Line Judges	
Location of tables	Side by side	
<b>POMMEL HORSE</b>	6 Chairs for Judges / 3 tables	<b>3 Tables &amp; 7 chairs</b>
	1 Chair for Secretary	
Location of tables	Side by side parallel to PH	
<b>RINGS</b>	6 Chairs for Judges / 3 tables	<b>3 Tables &amp; 7 chairs</b>
	1 Chair for Secretary	
Location of tables	Side by side at an angle with R	
<b>VAULT</b>	6 Chairs for Judges / 3 tables	<b>3 Tables &amp; 8 chairs</b>
	1 Chair for Secretary	
	1 Chair for Line Judge	
Location of tables	Tables on one side of Vault	
<b>PARALLEL BARS</b>	6 Chairs for Judges / 3 tables	<b>3 Tables &amp; 8 chairs</b>
	1 Chair for Timer	
	1 Chair for Secretary	

Location of tables	Side by side parallel to PB	
<b>HIGH BAR</b>	6 Chairs for Judges / 3 tables	<b>3 Tables &amp; 7 chairs</b>
	1 Chair for Secretary	
Location of tables	Side by side	
<b>GCG Technical Table</b>	6 Chairs/3 Tables	<b>3 Tables &amp; 6 chairs</b>
	Podium minimum 1 m	
Location	<b>Overlooking FoP</b>	
<b>Competition Operations Table</b>	6 chairs / 3 tables	<b>3 Tables &amp; 6 chairs</b>
	Podium minimum 1 m	
<b>Scoring</b>	4 chairs / 2 tables	<b>2 Tables &amp; 4 chairs</b>
<b>Announcer and Music Table</b>	2 chairs / 2 tables	<b>2 Tables &amp; 2 chairs</b>
<b>Each waiting areas</b>	according to size of area	<b>50 chairs</b>
<b>Judges meeting room</b>	25 chairs / 12 tables	<b>12 Tables &amp; 25 chairs</b>
<b>Miscellaneous (medical, security, kiosk, volunteer room)</b>	40 chairs / 25 tables	<b>25 tables &amp; 40 chairs</b>
<b>TOTAL</b>		<b>68 tables and 180 chairs</b>

### 1.1 Other non-gymnastics equipment that must be provided by the LOC for MAG

- 1 good quality sound system that can play music from a CD, iPod, and a computer. The system must be adapted for one music device and microphone to operate simultaneously.
- 1 microphone (wireless preferred)
- 1 business printer/photocopier
- Several extension cords and power bars
- Weights: 800 to 1000 pounds on each corner of the Rings and High Bar (total: 8000 pounds of roof shingles)
- 8-12 walkie-talkies for key member of the LOC
- Awards podium that must be approved by GCG
- Rolls of 4" tape for taping vault runway and other cords
- 15 rolls of duct-tape to cover all wires
- Sandpaper, emery paper
- 1 measuring tape for vault runway
- 1 smaller measuring tape to measure equipment in meters
- Big garbage cans for athletes waiting areas, scoring, and head table
- 1 smaller garbage can for each apparatus (total 6)
- Flags of each participating province/territory
- Bilingual signage to identify each room
- Sets of apparatus signs for marshalling

- Trays for awards (can be provided by GCG if requested in advance)
- Mailbox for each of the participating clubs
- General office supplies: staplers, staples, scissors, markers, pens and pencils, scratch pads, glue sticks, three hole punch, white-out, paper clips, elastics, scotch tape, pins for athletes numbers
- Stop watches
- 1 bell
- Areas to post results for public and for coaches on the competition floor
- Cleaning supplies for equipment: vacuum, mop, etc.
- Depending on which scoring system is used (to be approved by GCG), a big screen, projector and other electronics may be required

## 2 Women's Artistic Gymnastics (WAG)

List of required non gymnastics equipment on the floor plan.

AREA	WHAT IS NEEDED	TOTAL REQUIRED
<b>VAULT</b>	6 Chairs for Judges/3 tables	<b>3 Tables &amp; 8 chairs</b>
	1 Chair for Secretary	
	1 Chair for Line Judge	
Location of tables	Tables on one side of Vault	
<b>UNEVEN BARS</b>	6 Chairs for Judges/3 tables	<b>3 Tables &amp; 8 chairs</b>
	1 Chair for Timer	
	1 Chair for Secretary	
Location of tables	2 side by side + 1 on opposite side	
<b>BALANCE BEAM</b>	6 Chairs for Judges/3 tables	<b>3 Tables &amp; 8 chairs</b>
	1 Chair for Timer	
	1 Chair for Secretary	
Location of tables	2 side by side+ 1 opposite side	
<b>FLOOR</b>	6 Chairs for Judges/3 tables	<b>3 Tables &amp; 10 chairs</b>
	1 Chair for Timer	
	1 Chair for Secretary	
	2 Chairs for Line Judges	
Location of tables	2 side by side + 1 at 90 degrees from previous 2	

<b>Head Operations and GCG Table</b>	6 Chairs/2 Tables	<b>4 Tables &amp; 12 Chairs</b>
	Podium** minimum 1 m	
Location	<b>Location TBD –overlooking Competition Floor</b>	
<b>Scoring</b>	4 chairs/2 tables	<b>2 Tables &amp; 4 Chairs</b>
<b>Each waiting areas</b>	according to size of area	<b>50 chairs</b>
<b>Judges meeting room</b>	30 chairs/10 tables	<b>10 Tables &amp; 30 chairs</b>
<b>Miscellaneous (medical, security, kiosk, volunteer room)***</b>	40 chairs/25 tables	<b>25 tables &amp; 40 chairs</b>
<b>TOTAL</b>		<b>Approx: 55 tables* and 170 chairs</b>

## 2.1 Other non-gymnastics equipment that must be provided by the LOC for WAG

- 1 good quality sound system that can play music from a CD, iPod, and a computer. The system must be adapted for two music devices and microphone to operate simultaneously
- 1 microphone (wireless preferred)
- 1 business printer/photocopier
- Several extension cords and power bars
- Weights: 800 to 1000 pounds on each corner of the Uneven Bars (UB) (total: 4000 pounds) – Note that packs of roof shingles are most commonly used.
- 8-12 walkie-talkies for key member of the LOC
- Awards podium that must be approved by GCG
- 4 rolls of 4" tape for taping vault runway and other cords
- 15 rolls of duct-tape to cover all wires
- Sandpaper, emery paper for UB
- Spray Bottles for UB
- 1 measuring tape for vault runway
- 1 smaller measuring tape to measure equipment in meters
- 5 big garbage cans for athletes waiting areas, scoring, and head table
- 1 smaller garbage can for each apparatus (total 6)
- Flags of each participating province/territory
- Bilingual signage throughout the venue
- 2 sets of apparatus signs for marshalling
- Trays for awards (can be provided by GCG if requested in advance)
- Mailbox for each of the participating clubs
- General office supplies: staplers, staples, scissors, markers, pens and pencils, scratch pads, glue sticks, three hole punch, white-out, paper clips, elastics, scotch tape, pins for athletes numbers
- 3 stop watches
- 3 bells

- Areas to post results for public and for coaches on the competition floor
- Cleaning supplies for equipment: vacuum, mop, etc.
- Depending on which scoring system is used (to be approved by GCG), a big screen, projector and other electronics may be required

### 3 Rhythmic Gymnastics

List of required non gymnastics equipment on the floor plan.

AREA	WHAT IS NEEDED	TOTAL REQUIRED
<b>JUDGES</b>	16 Chairs for Judges / 8 tables (level 1)	<b>12 Tables &amp; 25 chairs</b>
	2 Chairs for timers, 2 for secretaries, 2 for head judge and assistant administrator / 4 tables (level 2)	
	2 Chairs for Line Judges	
	1 chair for video operator	
Location of tables	On ground and risers / two levels (level 1 –on ground, level 2 – 1 meter off ground) / one behind another	
<b>Competition Head Technical Table (GCG)</b>	4 Chairs / 2 Tables	<b>2 Tables &amp; 4 Chairs</b>
	On risers (minimum 12 inches preferably)	
Location	Location TBD –overlooking Competition Floor	
<b>Competition Head Operations Table (announcer, music, competition director)</b>	5 chairs / 4 tables	<b>4 Tables &amp; 5 Chairs</b>
<b>Scoring</b>	4 chairs / 3 tables	<b>3 Tables &amp; 4 Chairs</b>
<b>Judges meeting room</b>	20 chairs/7 tables	<b>7 Tables &amp; 20 chairs</b>
<b>Miscellaneous (medical, security, kiosk, volunteer room)</b>	30 chairs/10 tables	<b>10 tables &amp; 30 chairs</b>
<b>TOTAL</b>		<b>Approx: 38 tables and 88 chairs</b>

#### 3.1 Other non-gymnastics equipment that must be provided by the LOC for Rhythmic Gymnastics

- 1 good quality sound system that can play music from a CD, iPod, and a computer. The system must be adapted for two music devices and microphone to operate simultaneously
- 1 microphone (wireless preferred)

- 1 projector (quality according to venue lighting) and a projection screen minimum size: 9' X 12'
- 1 business printer/photocopier
- Laptops (scoring/announcer-music)
- Several extension cords and power bars
- 6-8 walkie-talkies for key member of the LOC
- Awards podium that must be approved by GCG
- Entry arch for athletes
- 10 rolls of tape to cover wires
- Big garbage cans for athletes warm-up area, scoring, and head table
- Flags of each participating province/territory
- Bilingual signage to identify each room
- Trays for awards (can be provided by GCG if requested in advance)
- Mailbox for each of the participating clubs
- General office supplies: staplers, staples, scissors, markers, pens and pencils, scratch pads, glue sticks, three hole punch, white-out, paper clips, elastics, scotch tape, etc.
- Stop watches
- 2 red flags and 2 green flags
- Areas to post results for public and for coaches on the competition floor.
- Cleaning supplies for equipment: vacuum, mop, etc.
- Depending on which scoring system is used (to be approved by GCG), a big screen, projector and other electronics may be required

## 4 Trampoline Gymnastics

---

List of required non gymnastics equipment on the floor plan.

AREA	WHAT IS NEEDED	TOTAL REQUIRED
<b>TRAMPOLINE</b>	1 Podium between 1 and 2 meters high – capacity to sit:	<b>Podium, 10 chairs and 5 tables</b>
	8 chairs for judges	
	2 chairs for scoring	
	5 tables	
Location of tables	Side by side (5meters from TRI)	
<b>DMT</b>	8 Chairs for Judges/4 tables	<b>5 Tables &amp; 10 chairs</b>
	2 Chairs for scoring	
Location of tables	Side by side (5meters from DMT)	

<b>TUM</b>	8 Chairs for Judges/4 tables	<b>5 Tables &amp; 10 chairs</b>
	2 Chairs for scoring	
Location of tables	Side by side (5meters from TUM)	
<b>GCG Head Technical Table</b>	6 Chairs/3 Tables	<b>Podium, 3 Tables &amp; 6 Chairs</b>
	Podium minimum 1 m	
Location	Location TBD –overlooking Competition Floor	
<b>Competition Head Operations Table</b>	4 chairs/2 tables	<b>2 Tables &amp; 4 Chairs</b>
	Podium minimum 1 m	
<b>Scoring</b>	4 chairs/2 tables	<b>2 Tables &amp; 4 Chairs</b>
<b>3 waiting areas</b>	TRI: 20 chairs	<b>50 chairs</b>
	DMT: 15 Chairs	
	TUM: 15 Chairs	
<b>Miscellaneous (medical, security, kiosk, volunteer room)</b>	50 chairs/25 tables	<b>25 tables &amp; 50 chairs</b>
<b>TOTAL</b>		<b>47 tables and 144 chairs</b>

#### 4.1 Other non-gymnastics equipment that must be provided by the LOC for Trampoline Gymnastics

- 1 good quality sound system that can play music from a CD, iPod, and a computer.
- 1 microphone (wireless preferred)
- 1 projector (quality according to venue lighting) and a projection screen minimum size: 9'x12'
- 1 business printer/photocopier
- 1 large computer screen (time of flight)
- Several extension cords and power bars
- 8-12 walkie-talkies for key member of the LOC
- Awards podium that must be approved by GCG
- 1 roll of 4" tape for taping DMT & TUM runway and other cords
- 15 rolls of duct-tape to cover all wires
- Velcro or duct tape to secure TUM landing to the track
- Measuring tape for DMT and TUM runway
- 1 smaller measuring tape to measure equipment in meters
- Big garbage cans for athletes waiting areas, scoring, and head table
- 1 smaller garbage can for each apparatus (total 3)



- Flags of each participating province/territory
- Bilingual signage to identify each room
- 1 set of apparatus signs for marshalling
- Trays for awards (can be provided by GCG if requested in advance)
- Mailbox for each of the participating clubs
- General office supplies: folders (scoring), file boxes (scoring), 3 trays for DD cards, chits, staplers, staples, scissors, markers, pens and pencils, scratch pads, glue sticks, three hole punch, white-out, paper clips, elastics, scotch tape
- 3 stop watches
- 3 red flags
- Areas to post results for public and for coaches on the competition floor
- Cleaning supplies for equipment: vacuum, mop, etc.
- See continued equipment list in Appendix 7.4.1 for scoring system

# Appendix L: Accreditation Protocol

---

The purpose of accreditation is to identify people and their roles at GCG events (Canadian Championships, Elite Canada, Canada Cup) and allow them the necessary access to perform their roles.

## 1 Procedures

---

The organizing committee is responsible for the management of the accreditation system as well as the production and distribution of the accreditation at national events.

The LOC must respect the procedures outlined below.

### 1.1 Card Specifications Minimums

Dimension: 10cm X 15cm

Language: English and French

The following elements must be found on the accreditation card: (GCG can provide template)

#### Front side:

- Logo of the event
- GCG Logo
- Gymnova S.A. logo
- Large category ID with coloured background
- Full Name
- Discipline
  - MAG
  - TG
  - RG
  - WAG
- Province or Club
- Access zones (if applicable)
- Transportation rights (if applicable)
- Banquet rights (if applicable)
- Meal rights (if applicable)
- Field of play rights

#### Back Side:

- Identification of the categories
- Identification of the zones (if applicable)
- Important and emergency phone numbers - recommended
- Text: *The identity and accreditation card remains in the property of GCG and can be*

*withdrawn, with immediate effect, at GCG's sole discretion. By using this card, I agree to be filmed, televised, photographed, identified, and otherwise recorded during the event under the conditions and for the purposes now and hereafter authorized by GCG in relation with the promotion of the event.*

## 2 Categories

---

-  Green: Delegations
-  Blue: GCG
-  Orange: LOC
-  Red: Medical
-  Yellow: Media
-  Black: Security
-  Grey: Guests & VIPs

### 2.1 Persons and Functions

#### Delegations

ID	Function	Definition
HD	Head of Delegation	Person representing the Federation and responsible for the delegation
TM	Team Manager	Large delegations are allowed to appoint one or more team managers to assist the head of delegation
G	Gymnast	Competitor and participant in the event
C	Coach	Team or personal coach  Coaches are eligible to be accredited only if they are in possession of the required NCCP qualification. GCG reserves the right to request proof of such qualification at any time
J	Judge	Judges assigned by GCG or a province

M	Delegation Medical Personnel	<p>Doctor, Physiotherapist etc.</p> <p>Medical personnel are only eligible to be accredited if they are in possession of a respective professional qualification. GCG reserves the right and may request a proof of such qualification</p>
---	------------------------------	--


**GCG**

**\*Defined as everyone who is full-time staff or contracted by GCG**

ID	Function
GCG	President / CEO and Board Members
GCG	Chief Technical Officer
GCG	Program Directors
GCG	Program Coordinators
GCG	National Team Directors
GCG	High Performance Director
GCG	Director, Events
GCG	Director, Communication & Marketing


**LOC**

ID	Function
LOC	Board Members
LOC	President / Chair
LOC	LOC Members
LOC	Volunteers


**Medical**

ID	Function	Definition
MED	Medical	All medical staff of the organizing committee


**Media**

ID	Function	Definition
Media	Media	Host broadcaster, written press, TV broadcaster, photographer


**Security**

ID	Function	Definition
Security	Security/Access Control	Volunteers or hired security


**Guests & VIPs**

ID	Function	Definition
VIP	Guests	All VIP guests of the LOC, GCG, board members invited to the event

## 3 Zones

---

Zones are recommended when hosting multiple disciplines. They are only effective if there are enough access control volunteers to monitor entrance to each zone.

1. Field of Play
2. Warm-up area
3. LOC office
4. Judges meeting rooms
5. Media room and mixed zone
6. Volunteer room
7. VIP / Hospitality
8. Doping Control
9. Delegation Seating

### 3.1 Access

#### Delegations

Function	Zones								
	1	2	3	4	5	6	7	8	9
Head of Delegation		X	X				X		X
Team Manager	X	X	X						X
Gymnast	X	X						X	X
Coach	X	X							X
Judge	X			X			X		X
Medical Personnel	X	X							X

Note that only delegates competing in the session in progress are allowed on the Field of Play at that time. All other delegates must stay in the seating area.

#### GCG

Function	Zones								
	1	2	3	4	5	6	7	8	9
All GCG Staff	X	X	X	X	X	X	X	*	X

\*GCG's Director - Events also has access to Zone 8.

#### LOC

Function	Zones								
	1	2	3	4	5	6	7	8	9
All LOC	X	X	X	X	X	X	X		X

#### Medical

Function	Zones								
	1	2	3	4	5	6	7	8	9
All LOC Medical Staff	X	X	X	X	X	X	X		X

#### Media

Function	Zones

	1	2	3	4	5	6	7	8	9
All Media	*				X				X

\*Media can have access to the competition area with special authorization from the LOC or GCG.

The media must wear a FOP card (Field Of Play) or a TAP card (Training Access Pass) given by the LOC or GCG.

### Security

Function	Zones								
	1	2	3	4	5	6	7	8	9
All LOC Security Staff	X	X	X	X	X	X	X		X

### Guests & VIPs

Function	Zones								
	1	2	3	4	5	6	7	8	9
ALL VIPs							X		X

# Appendix M: Medical Protocol

---

The purpose of having a proper medical protocol is to ensure that injuries and incidences that occur at a GCG event are dealt with properly and effectively. GCG and the LOC are responsible for the well-being of its participants, fans, and staff. Following the protocol will also protect GCG and the LOC from a legal stand-point.

This manual covers the medical requirements for all Gymnastics Canada Gymnastique (GCG) domestic national events. Please note that the medical requirements can change, depending on the type of competition, number of participants, and number of gymnasiums/arenas involved.

## 1 Roles and Responsibilities

---

The local organizing committee (LOC) shall name one Chief Medical Officer (CMO) and one Medical Coordinator (MC). The CMO will liaise directly with GCG's Director, Events to ensure the proper implementation of the medical requirements. It is recommended that the CMO and MC have medical backgrounds.

### 1.1 Guiding principles for the CMO

- Review and utilize information provided in this manual.
- CMO should tour the venue(s) and get familiar with the layout of the venue.
- Review equipment needed for the medical room with other members of the LOC and the venue coordinator (i.e. tables, chairs, treatment tables, lights etc.).
- Review emergency evacuation plan (i.e. method to get athlete off the equipment – on to treatment table, stretchers, spine boards), emergency entrance for ambulance, exit from building, where the ambulance will park, and how it will be kept clear at all times.
- Assist with the development of medical information, which will be distributed to delegations at registration.
- Arrange for on-call dentist, doctor, and chiropractor and decide how they will be accessed.
- Determine with the MC the requirements for cell phones/radios for key people.
- Determine with the GCG, LOC, and Venue Coordinator the location of medical/therapy/first aid rooms and training/competition floor seating for medical staff and first aid.
- Develop a schedule of coverage and assign the necessary staff according to the requirements.



## 1.2 MC Role and Responsibilities

### Preparations

- Ensure Emergency Protocol and Emergency Plan are posted at all first aid stations, first aid room, and main office.
- Ensure athlete medical forms are located in the medical areas.
- Ensure coolers, ice, and baggies are at each first aid station at the start of each session.
- Ensure the ambulance entrance provides free and clear access for EMS at the start of each session.

### Session Duties

- Pick up walkie-talkies from the main office when you arrive.
- Set up the first aid stations.
- Welcome the medical team and dispatch to stations.
- Provide support for the medical team as needed during each session – i.e. do hourly or half-hour rounds to each station.
- Lock up medical equipment overnight.

### In Case of Emergency

- Go to the injured athlete/spectator/other.
- Call 911 at medical team request.
- Follow directions in Emergency Protocol – i.e. provide 911 operator with all required details and information.
- Arrange for the removal of the athlete/spectator/other from the competition area, if possible.
- Pull medical form of injured athlete.
- Meet EMS at ambulance entrance and direct them to the injured athlete/spectator/other.
- Inform the Floor Manager via walkie-talkie of the emergency.
- Advise P/T head of delegation if athlete is being transported to hospital.

### Doping

- Liaise with GCG and CCES for doping control.
- Meet Doping Control Officers.
- Assist them with setting up the Doping Control area.
- Ensure bottled water is available.
- Act as the Technical Delegate for athlete identification – i.e. approach coach of selected athletes and assign chaperone to each athlete.

Depending on the level and nature of the event, a Doping Control Officer (DCO) may be appointed by the Canadian Centre for Ethics in Sport (CCES). The DCO will liaise with the CMO and a GCG staff member, in planning and executing doping testing.

## 2 Equipment

---

The LOC and CMO will be required to provide the following medical equipment (these items can usually be obtained through the Venue):

- Spinal board with strap and neck support
- Wheelchair
- Ice arrangements (1 station per gymnasium/arena)
- Automated external defibrillator
- 2 sets of crutches

(If these items are not available at the venue, they should be obtained externally by the LOC/CMO)

The following items will also be required:

- First aid supplies
- Splints
- Tape
- Paper/linens
- Pillows/pillow cases
- Towels
- Paper rolls
- Bag for ice

## 3 Timing

---

All personnel are required:

- a) 30 minutes before the start of the first training/warm up and/or competition each day.
- b) 30 minutes after the end of training and/or competition each day.

## 4 Guiding Principles of Medical Coverage

---

Personnel and equipment for event management will vary, depending on the type of event, community resources, and the number of competition/training floors. The guiding principles are as follows:

### 4.1 Emergency coverage for gymnasts

If a gymnast is injured on the equipment, an emergency action plan (see [section 11](#) of this appendix) is required to get them off the equipment and into the medical room or into an ambulance, depending on the severity of the injury. The CMO of the event should customize this plan prior to the event.

Medical coverage should start a half hour (30 minutes) before the first training/warm-up and/or competition and end a half hour (30 minutes) after the end of training and/or competition each day.

Please note that the final schedule of training and competition is not always available until well into the planning process because the final number of gymnasts is not known until 4 weeks prior to the competition. Please use the draft schedule sent by GCG to begin scheduling the required medical staff.

The guiding principles of the emergency medical coverage for gymnasts are as follow:

- “On floor” medical personnel for a single discipline event with no separate training facility (i.e. Elite Canada, Canada Cup) should consist of:
  - A physician on-call;
  - Two physiotherapists with first aid experience (preferably SPC Level 2 and up), certified athletic therapists (AT) or certified physical therapists (PT) at all times;
  - One BLS/ALS paramedic or St. John’s Ambulance (or the equivalent) at all times.
  
- “On floor” medical personnel for a multiple discipline event with training facility (i.e. Canadian Championships) should consist of:
  - A physician on call;
  - One physiotherapist with first aid experience (preferably SPC Level 2 and up), certified ATs or PTs at all times on the competition floor and two in the training area.
  - Two BLS/ALS paramedic or St. John’s Ambulance (or the equivalent) at all times on the competition floor.

**Note:**

In the case of men’s and women’s practices/competitions, medical personnel should consist of two people, preferably of opposite gender.

The medical staff covering the floors must have emergency equipment on hand that is appropriate to their level of training. A person with less event experience should always be paired with a veteran.

The staff must be set up to have a clear view of the entire floor and towards the center to have quick access to **all** apparatus.

#### **4.2 Medical room assessment and treatment for medical illness and injuries**

A medical/therapy room/closed area is to be set up at close proximity to the main competition venue with all the required equipment, where the majority of treatments will take place. The

physiotherapists, AT, and PT covering the floor also staff this room (when the team is on the floor, there is a note on the room door telling people where to find the medical team). For the Canadian Championships, there should be an additional physiotherapist, AT, or PT in the room at all times.

Athletes can be assessed in the medical room and if ongoing treatment is suggested, arrangements can be made. Clinic hours are to be set by the CMO and posted on the medical room door. Clinic hours should also be part of the information the gymnasts receive in the event handbook.

On-call services should be arranged in the community for massage, chiropractor, and dental. If outside services are provided, the gymnast is to pay according to the usual form of payment, which will be covered by the provincial health plan or extended health plans of the gymnasts. The clinic at the venue offers acute and emergency care only. Limited massage therapy may be provided for injury treatment by PTs and ATs at the discretion of the LOC.

Local hospitals should be notified of the competition.

A competition is not the time for comprehensive full services as the athletes should be in good health for competition.

If gymnasts become ill after hours they should have the information regarding local area walk-in clinics and hospitals.

#### **4.3 Emergency coverage for other accredited personnel:**

The first priority for the Medical Team is athletes in competition. However, treatment of acute injuries/illnesses for other accredited personnel is also to be provided in the Medical Room as required (Note – chronic issues will NOT be dealt with by the medical team). Medical history forms are not collected for all accredited people. In a non-urgent situation, patients should fill in a medical history form upon visiting the Medical Room (like a walk-in clinic).

## **5 GCG National Team and Provincial medical staff**

---

GCG may assign one or more national team medical staff to an event. GCG will register their staff four weeks before an event. The GCG medical staff will often travel with their own equipment. If there are additional equipment needs, they will be communicated to the CMO at the time of registration. The CMO is responsible for working with the national staff to provide the necessary space and equipment related to treatment of national team gymnasts.

The GCG national team medical staff is responsible for treating national team gymnasts only. The GCG staff should have full access to the venues but are not the first responders in case of emergency.

A club or province is allowed to bring their own accompanying medical team for Canadian Championships only. The provincial medical staff will have full access to the medical room and can negotiate with the LOC access to supplies and services. The provincial medical staff does not have access to the competition floor.

## 6 Doping Control

---

All gymnasts must abide by the rules as laid out by the Canadian Centre for Ethics in Sport (CCES).

GCG will let the Medical Team know if there will be Doping Control at the event. Please note that GCG often does not know if there will be Doping Control until a few days before the event. Therefore, the LOC should plan for doping control and be prepared in the event that it happens.

The contact for the Doping Control Officer (DCO) is made from the CCES directly with GCG. The MC is to make sure that the doping control room is assigned and meets the CCES requirements. The assigned DCO will meet with the MC and GCG delegate to set up the random draw. It is the responsibility of the LOC/MC to recruit doping chaperones for the event.

The chaperones for Doping Control do not come from the medical team. In some instances, the DCO will provide his/her own chaperones. However, for the majority of events, a DCO will ask for assistance in securing chaperones.

The following is required by CCES for doping controls:

- A Doping Control Station (a secure room with table and chairs) with an adjoining washroom.
- A waiting room (a room where athletes can wait to be processed).
- Water (3 bottles of sealed water per athlete minimum).
- Chaperones: 1 chaperone per test. Chaperones must be the age of majority (minimum 18yrs old), and have no conflict with the sport. Additionally, they will be required to remain with the athlete until the sample IS SEALED. Chaperones are preferably the same gender as the athlete.

CCES expects a certain level of confidentiality regarding onsite testing. Therefore, GCG expects the same from the LOC. A CCES liaison should be assigned with whom GCG and CCES would make arrangements. The CCES liaison would be expected to keep the information confidential, even from other members of the LOC.

GCG will confirm the presence of CCES as soon as it is informed.

## 7 Meetings

---

The CMO is required to attend the Team Leaders meeting onsite to present the medical services for the event. This meeting is usually scheduled on the first day of training.

## 8 Medical and Treatment Forms

---

GCG will obtain the gymnasts medical forms and send to the CMO/MC three weeks prior to the event. It is the responsibility of the CMO to consult all forms, identify those with high risk, and advise GCG.

The CMO and GCG will determine if these athletes are cleared to compete. If there are changes to an athlete's medical history between submission of the form and the event, they will submit a new form at registration and this should be reviewed by the CMO.

At the time of competition, the CMO or any other medical team physician, may become involved in giving advice as to whether or not a gymnast competes due to an acute medical condition.

A treatment form must be completed for all treatment. GCG will provide the form once the event is awarded. The forms need to be returned to GCG where they will be kept on file. The CMO should also keep a photocopy of the treatment reports for their records as well as forward a copy to the LOC for filing.

## 9 Sample Emergency Action Plan

---

### PROCEDURE

At the beginning of each shift, each medical personnel should familiarize themselves with available equipment, communication equipment, and the emergency protocol.

Three 'C's should be designated by the CMO for the duration of the event:

#### 1) Charge person: **Physiotherapist/AT**

##### ROLE:

- Attends / assesses injured gymnast
- Give hand signals to the **Call** person
  - Thumbs up: Everything is okay
  - Waive of the arm: Needs assistance
  - Arms crossed above head: call 911, need stretcher for removal, paramedics will come on the floor.

## 2) Call person: 2<sup>nd</sup> medical person on the floor (Physiotherapist or paramedic)

### ROLE:

- Provides assistance to the charge person
- Contact physician/CMO if not on the floor
- Calls 911
- Contact Control Person

## 3) Control person: Can be security personnel (volunteer or venue staff)

### ROLE:

- Clears pathway to ambulance
- Meets ambulance and directs them to the floor and ensures path is clear

### Action

- The people usually closest to an on apparatus injury are the gymnast's personal coach and the judges. They will determine if medical help is needed on the floor to assess an injured athlete.
- This will be identified by a wave of the hand by the coach or the head judge at the apparatus.
- The therapist or **charge person** goes on to assess the athlete.
- Once the injury is assessed, the charge person makes appropriate signal.

### In case of minor injury

- The gymnast is brought to the medical room for further assessment and treatment if needed.
- The first responder will complete a treatment form after the injury.

### In the case of a major injury:

- If EMS needs to be activated, the call person will call 911.  
\*Must ensure to verify venue procedure as some venues have their own procedure to this effect.  
  
\*\*There is no removal of a spinal injury until emergency responders arrive.
- The call person will advise the control person of the situation, and quickly go on the floor to assist in stabilizing the injury.
- The control person will ensure that the ambulance and EMS path is clear.
- The ambulance will arrive at the designated zone.
- The control person will meet the EMS and bring them to the injured gymnast.
- The gymnast will be taken out of the venue led by control person.
- The first responder will complete a treatment form after the injury and notify the team leader and GCG of any major injuries that require an ambulance call.

**Note:**

- The CMO and one medical personnel per team should have a radio with them at all times and a dedicated channel.
- If any on apparatus injury occurs and the physician/CMO is not on the floor, they should be summoned by the **call** person.
- The **charge** person attending the injured gymnast must adhere to protocol before going on to the floor.
- A Medical Orientation should include a practice of the emergency action plan prior to the first official training.



# Appendix N: Ceremonial Protocols

## 1 Opening Ceremonies Protocol

The opening ceremonies can be as creative and glamorous as the organizing committee wishes it to be. It is the organizing committee’s responsibility to design and conduct the opening ceremony. At a minimum the opening ceremony must include the following the protocol.

**\*The opening ceremonies must be conducted in both of Canada’s official languages (English and French).**

### 1.1 Entrance of delegations

The number of delegates participating in the entrance of delegations is at the discretion of the organizing committee (entire delegation, one male and one female athlete (chosen by their delegation), one person (chosen by their delegation), or no delegate (LOC volunteers) etc.)).

All participating delegations must be announced and led by their respective flag (carried by a member of the delegation or a volunteer). The order of entry must follow the Canadian Flag Etiquette.

**NOTE:** For Elite Canada and Canada Cup, participating provinces and territories are announced. Not clubs. March-in is not mandated.

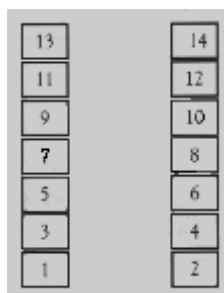
#### 1.1.1 Protocol Order of Provincial/Territorial Flags

The following shows the display of the Canadian flag when displayed with provincial and territorial flags.

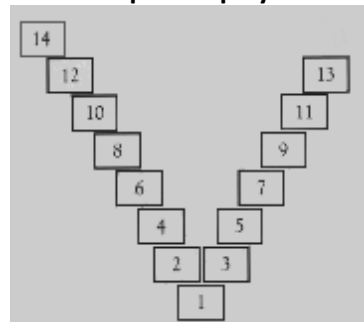
##### Single Line



##### Double line



##### V-Shaped Display



### **1.1.2 Key to Numbering**

1. National Flag (Canada)
2. Ontario (1867)
3. Quebec (1867)
4. Nova Scotia (1867)
5. New Brunswick (1867)
6. Manitoba (1870)
7. British Columbia (1871)
8. Prince Edward Island (1873)
9. Saskatchewan (1905)
10. Alberta (1905)
11. Newfoundland and Labrador (1949)
12. Northwest Territories (1870)
13. Yukon Territory (1898)
14. Nunavut (1999)

Following the national flag, provincial flags are displayed in order of the date they joined confederation, followed by territories.

## **1.2 Canadian National Anthem**

Playing or singing of the bilingual or instrumental Canadian national anthem.

## **1.3 Presentations**

When welcome speeches are included in the ceremony, they should be given in this order:

- Chair of the LOC
- Municipal/Provincial/Federal Politicians (if applicable)
- Title sponsor (if applicable)

## **1.4 Judge's and Athlete's Oaths**

It is at the discretion of the LOC to have oaths recited during the opening ceremony. If the LOC chooses to have oaths recited, it is to be done in the following manner:

The organizing committee is responsible for finding two judges (1 English and 1 French) and two athletes (1 English and 1 French) to swear the oaths in that respective order. A bilingual judge or athlete is also acceptable to recite the oath in both languages.

### **1.4.1 Judge's Oath**

*«Au nom de tous les juges et officiels, je promets que nous remplirons nos fonctions pendant ces Championnats en toute impartialité, en respectant et suivant les règles qui les régissent, dans un esprit de sportivité»*

*“In the name of all judges and officials, I promise that we shall officiate in these Championships with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship.”*

#### **1.4.2 Athlete’s Oath**

*«Au nom de tous les gymnastes, je promets que nous prendrons part à ces championnats en respectant et suivant les règles qui les régissent, en nous engageant pour un sport sans dopage et sans drogues, dans un esprit de sportivité, pour la gloire du sport et l’honneur des gymnastes.»*

*“In the name of all gymnasts, I promise that we shall take part in these Championships, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honour of the gymnasts.”*

### **1.5 Official Opening**

The official opening is done by the President and CEO of Gymnastics Canada Gymnastique.

It is recommended that the sequence of the opening ceremonies for national events other than the Canadian Gymnastics Championships be abbreviated to actions 1.2 and 1.5 only.

## **2 Awards Ceremony Protocol**

---

The Protocol Coordinator is responsible for conducting the award ceremonies according to GCG’s protocol.

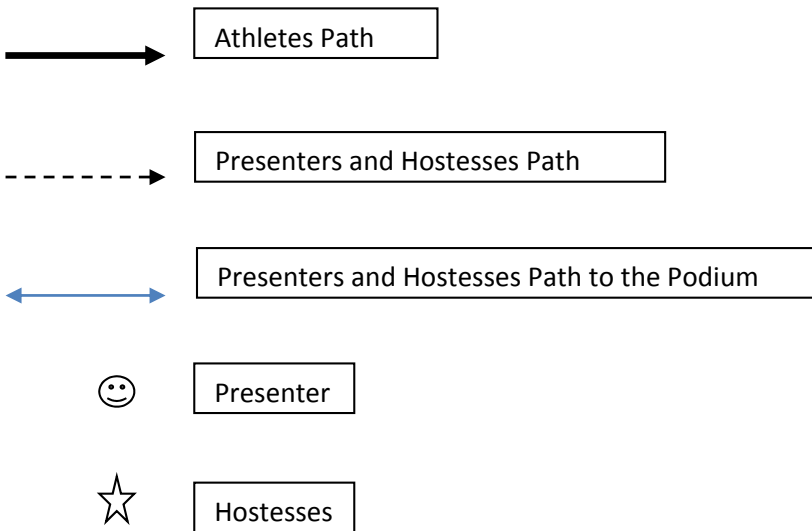
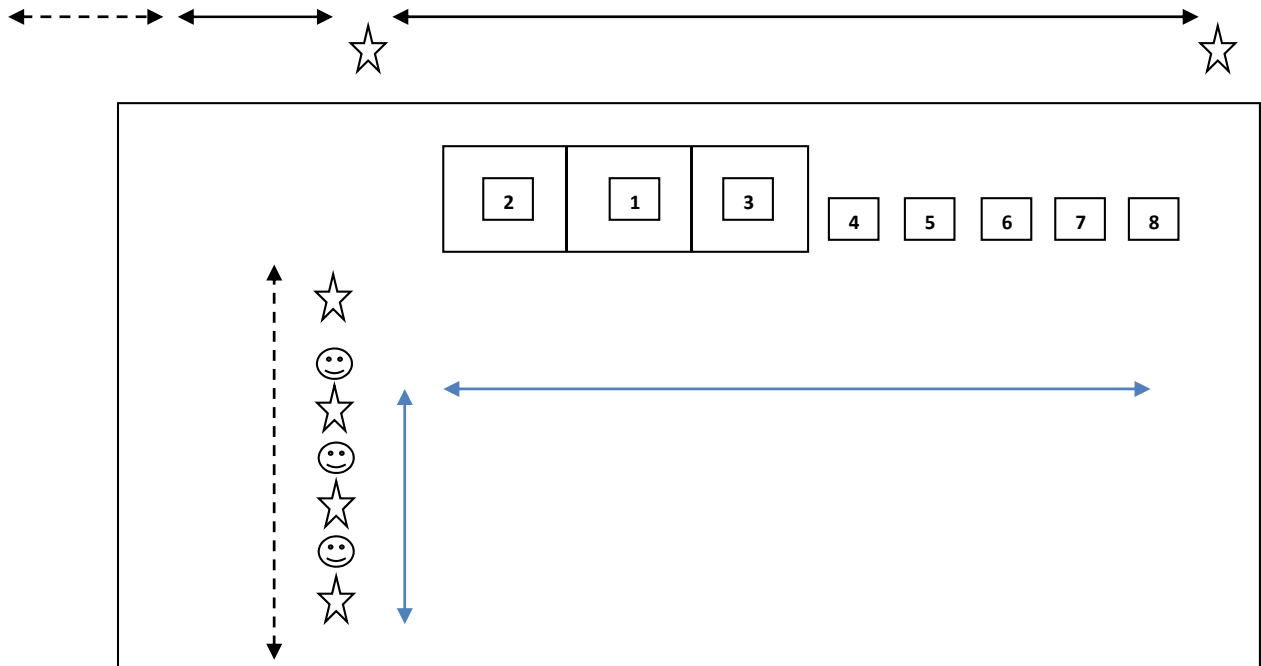
All ceremonies should be conducted to the official music (provided by GCG) and should follow the recommended sequence and path.

### **2.1 Sequence**

- 1) The athletes enter the podium area first, followed by simultaneous entrance of the presenters and the hostesses.
- 2) Announcer introduces the presenters.
- 3) Announcer introduces the winners from 8<sup>th</sup> or 6<sup>th</sup> or 3<sup>rd</sup> place to first place. This protocol follows the FIG and IOC rules and regulations for award ceremonies.
- 4) Presenters go to the podium and present the medals and ribbons.
- 5) Official presentation of the winners by the announcer.
- 6) Athletes stay on the podium, salute the crowd and provide photographers opportunities to take pictures.

7) Announcer invites athletes to step off the podium and return to the waiting area.

### 2.2 Path



### 2.3 Presenters

Three presenters are needed for award ceremonies. Two presenters will be designated by the

LOC. Other presenters are designated by GCG. GCG presenters will be advised ahead of time and given a schedule of award presentations. GCG will provide the LOC with its list of presenters for the award presentations upon arrival at the event.

The presenters should be informed by the Protocol Manager or designate as to what is expected of them prior to their scheduled presentation (path and scenario of the ceremony). The LOC is responsible for greeting each presenter, gathering them, and guiding them to the march-in area right after the end of a competition. Presenters should be ranked in the right order given the path of march-in.

**Table 1: Presenters Awards Assignments**

	3 Presenters
Position 1-3	Each presenter will present 1 position
Position 1-6	Presenter 1: 1 <sup>st</sup> , 2 <sup>nd</sup> Presenter 2: 3 <sup>rd</sup> , 4 <sup>th</sup> Presenter 4: 5 <sup>th</sup> , 6 <sup>th</sup>
Position 1-8	Presenter 1: 1 <sup>st</sup> , 2 <sup>nd</sup> Presenter 2: 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Presenter 3: 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>

## 2.4 Hostesses

6 hostesses are needed for each ceremony.

- 2 hostesses to lead the athletes
- 1 hostess to lead the presenters
- 3 hostesses for the presenters

The LOC must also provide the following volunteers to conduct award ceremonies:

- 1 volunteer to assemble athletes
- 1 volunteer to assemble presenters
- 1 volunteer to prepare award pillows

## 2.5 Dress Code

**Athletes:** All athletes must be dressed in their competitive attire for award ceremonies.

**Presenters:** Presenters must be dressed business professional for award ceremonies.

**Hostesses:** An appropriate dress code, to be chosen by the LOC, must be worn by the hostesses.

## 3 Closing Ceremonies & Closing Social

---

These are not mandated but highly encouraged. It is traditional to have a Closing Social/Banquet at Canadian Championships.

The closing ceremonies and the closing social are held after the last day of competition. All accredited participants are invited, as are sponsors, GCG staff, GCG board members, GCG life members, and any other designated VIPs as identified by GCG and the LOC.

The organization of the closing social is the responsibility of the organizing committee. Like the opening ceremony, it can be as glamorous as they want it to be.

No liquor or alcohol is allowed in the presence of underage athletes at any time.

### 3.1 Sequence of the closing ceremonies

- Words from GCG – presentation of gifts
- GCG President or designate officially closing the event

The sequence of the closing ceremony should be included within the final award ceremony.

# Appendix O: Awards Protocol

---

## 1 Awards Podium

---

The LOC is responsible for having an award podium (1-3) and podium place numbers (5-8). At Canadian Championships the podium must be able to accommodate a team of up to 6 gymnasts. A picture and dimension of the podium must be sent and approved by GCG one month before the event.

The award ceremony podium must be set-up so that from the winner's perspective located in the centre, the second place will be positioned on their right hand side and the third place will be positioned on their left hand side.

Position of the podium on the field of play depends on the floor plan. Placement must be approved by GCG.

## 2 Medals and Ribbons

---

### 2.1 Design

Bronze, silver, and gold medals, as well as 4<sup>th</sup> up to 8<sup>th</sup> place ribbons are awarded to the winners of the different competitions. The LOC determines the design of the medal and the ribbon and must submit them to GCG for approval at least three months prior to the event. The following must be included on the medals and ribbons:

- Event logo
- Title of the event
- City and/or province
- Year

Both sides of the medal may be used in order to fulfill the above design requirements. The medal ribbon design and colour is also the LOC responsibility to be approved by GCG at least three months prior to the event.

The medals and the ribbons should be a minimum of 60 mm in diameter, 3mm thick, and 175 mm in length respectively.

The following are the traditional colours for ribbons. The LOC may choose their own colour designation (must be approved by GCG)

- 4th = yellow
- 5th = green

- 6th = pink
- 7th = purple
- 8th = brown

## 2.2 Ordering

The number of medals and ribbons to order is based on the standardized GCG regulations on awards. GCG will provide the number of medals and ribbons for the event.

Additional GCG awards may be presented at any given event. In this case, GCG is responsible for producing and shipping the awards to the LOC. The LOC is responsible for including all awards in their scenario during the event.

## 3 Flowers

---

If the budget permits, it is highly recommended that flowers be given to every medalist at a national event.

## 4 Pillow and Trays

---

For maximum efficiency, GCG recommends the LOC to have a minimum of 6 award pillows or trays, big enough to carry up to 9 medals.

GCG can provide 6 red velour pillows. The LOC must request the pillows to GCG at least 1 month prior to the event if they wish to use them.



# Appendix P: Competition Protocol

---

The specifics of protocol during competition are slightly different for every event/discipline and shall be finalized in conjunction with GCG, the Competition Director and the Protocol Coordinator prior to the event. The following are the general rules of competition:

## 1 March-in & Introduction

---

### 1.1 Artistic Gymnastics

***Judges and minor officials:***

Judges, led by minor officials, march-in cued by the announcer. Judges only are introduced by Olympic order of apparatus (chair of judges introduced first). It is recommended to march-in judges only for finals. The head judge may request to simply announce the judges prior to finals.

***Athletes:***

Athletes, led by hostesses, march-in directly to the first apparatus before every session cued by the announcer. Athletes are introduced before the floor routine except for apparatus finals competition.

***Finals format:***

Athletes, led by hostesses march-in in front of spectators and are introduced in order of competition. They are introduced again before each routine.

### 1.2 Trampoline Gymnastics

***Judges and minor officials:***

Judges, led by minor officials, march-in cued by the announcer. Judges only are introduced by Olympic order of apparatus (chair of judges introduced first). It is recommended to march-in judges only for finals. The head judge may request to simply announce the judges prior to finals.

***Athletes:***

Athletes, led by hostesses, march-in directly to their apparatus cued by the announcer. Athletes are introduced before each routine.

***Finals format:***

Athletes, led by hostesses, march-in in front of spectators and are introduced in order of competition. They are introduced again before routine.

### 1.3 Rhythmic Gymnastics

***Judges and minor officials:***

Judges, led by minor officials, march-in before opening ceremonies cued by the announcer. Judges only are introduced daily (judges supervisors first).

***Athletes:***

Athletes are introduced before every routine.

## 2 Warm-Up, Rotation & End of Session

---

### 2.1 Artistic Gymnastics

***Warm-up:***

Announcer announces the beginning and end of warm-up.

***Rotation:***

Athletes, led by hostesses, are marched to their next apparatus

***End of session:***

Athletes, led by hostesses, are marched out of the competition floors at the conclusion of the session.

### 2.2 Trampoline Gymnastics

***Warm-up:***

Announcer announces the beginning and end of warm-up.

***End of session:***

Athletes, led by hostesses, are marched out of the competition floors at the conclusion of the session.

### 2.3 Rhythmic Gymnastics

***Warm-up:***

Announcer announces the beginning and end of warm-up.

***End of session:***

Announcer announces the end of every session.

## 3 Number of Hostesses Needed for Competition Protocol

---

### 3.1 Artistic Gymnastics

MAG requires six, while WAG requires four.

### 3.2 Trampoline Gymnastics

Three are required.

# Appendix Q: Ancillary Protocols

---

## 1 V.I.P.

---

GCG invites its Life Members, Members of the Board of Directors, and other special guests to attend GCG events. A list of attendees will be provided to the LOC three weeks prior to the event. The LOC must designate a VIP room within the competition venue and supply it with food and beverages. The LOC has the responsibility to provide for every GCG VIP: an accreditation, at no cost, with access to the spectators’ area and the VIP room.

The LOC will also provide GCG with a list of its VIPs attending the event.

## 2 Flags and National Anthem

---

The flag of every *participating* province/territory must be displayed in the competitive area. The flags display (size and order) must follow the Canadian Flag Etiquette.

The Canadian national anthem will be played/performed once at the opening ceremonies. The LOC may choose to play the national anthem at the beginning of each competition day. If so, it must be communicated to the coaches at the technical meeting.

## 3 Head Table

---

All head tables must be on a podium (1-2 meters) on the competition floor.

The following staff/volunteers may be seated at the head table:

- GCG President
- Competition Director
- GCG Director - Events
- Announcer
- Assistant
- Music Coordinator

The following must be seated at the head technical table:

<b>Artistic Gymnastics</b>	GCG Program Director National Team Directors and coaches x 3 Canadian Head Judges x 2 Competition Head Judge x 2 Floor manager
----------------------------	--

<b>Trampoline Gymnastics</b>	GCG Program Director High Performance Director
<b>Rhythmic Gymnastics</b>	GCG Program Director GCG National Team Director

\*Head table and technical table may be combined on one podium if space permits.

## 4 Announcer and Scripts

---

The announcer, and all costs associated for national events, are the responsibility of the LOC but must be approved by GCG.

A daily detailed script of all competitions / award ceremonies must be provided by the LOC to the announcer. The scripts must be approved by GCG at least two weeks prior to the event. Templates can be found on the GCG website.

A script and a description of every special award given at a GCG event must be included in the LOC award scenario. Templates can be found on the GCG website.

## 5 Music

---

The official music for the formal portion of the opening ceremonies, the competitions, and the award ceremonies will be provided by GCG. The LOC is responsible for providing age appropriate background music during the opening ceremonies, trainings, warm-ups, competitions, and social events. GCG is open to suggestions if the LOC wishes to have different music used for opening ceremonies, competition march-ins, and awards.

## 6 Social Events

---

It is recommended that the LOC organize, in conjunction with GCG and/or the future LOC, additional social events (1-3) for adults throughout the championships. Complete information on social events must be communicated to GCG at least two months before the event.

# Appendix R: Volunteers

---

## 1 Volunteer Job Descriptions

---

### **Airport Greeter**

Have you ever wanted to be greeted at the airport by a smile and an enthusiastic person? Here is your chance to be that person! As an Airport Greeter you will be responsible for welcoming arriving teams and judges. Upon their arrival, you will greet all delegates, guide their experience at the airport, and finally ensure they board their designated bus to the event site. Shifts will be available on *enter dates and times*. Times are subject to change depending on flight schedules.

Must be 18 years or older to apply for this position.

### **Bus Coordinator**

Do you have organization skills that are out of this world? If so, become one of our Bus Coordinators. Near the end of the competition, you will be responsible for guiding athletes, coaches, and judges onto their appropriate buses to the airport. You will act as the main link between bus drivers and competition delegates. Shifts will be available on *enter dates and times*. Times are subject to change depending on flight schedules.

Must be 18 years or older to apply for this position.

### **Crowd Control Team**

Are you an individual with a strong presence? If so, join our Crowd Control Team and help us make the *enter event name* a safe and smooth-functioning event. Responsibilities include managing and regulating the doors to the competition and warm-up area, checking tickets and passes to the spectators' area, and overall, ensuring that event rules are being met. Shifts will be available on *enter dates and times*.

Must be 18 years or older to apply for this position.

### **Set-up and Take-down**

Do you have professional moving experience? Do you think you are as strong as our gymnasts? Here is your chance to prove your strength! We are looking for individuals to help with the set-up and take-down of the *enter event name*. Being part of this team you will have inside access, during set-up and take-down, to the competition and warm-up areas where the best Canadian gymnasts will compete. Please note as part of this position you will be required to do heavy-lifting. Shifts will be available on *enter dates and times* for set-up and/or *enter dates and times* for take-down.

Must be 16 years or older to apply for this position.

## Technical Volunteers

Are you a gymnastics guru? Have you ever wanted to have inside access to a national sporting event? Then here is your chance! Become one of our Technical Volunteers and show us your gymnastics knowledge. There is a range of Technical Volunteer positions available, each of which have varying responsibilities, including but not limited to: Runners, Timers, Secretaries, Video Operator, Music Operators, and Announcers. Shifts will be available on *enter dates and times*.

## 2 Volunteer Application Form Example

### Personal Information

Thank you for your interest in being a volunteer for the **<ENTER EVENT NAME>**. Please note volunteers may be required to submit a criminal record check.

Full Name:

\_\_\_\_\_  
 Last First Initial

Home Phone:

( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

E-mail:

\_\_\_\_\_

Age Group

13-15 yrs  16-17 yrs  Adult (18+)

Bilingual (English/French)

Yes  No

Gymnastics Club Affiliation: (If applicable) \_\_\_\_\_

How did you hear about the event or who referred you? \_\_\_\_\_

### Volunteer Uniform

Volunteers will be expected to abide by a particular dress code during their shift to maintain a standard appearance. Each volunteer will be outfitted with a T-shirt. (extras may be provided based upon hours of commitment)

T Shirt Size

Youth  Adult  
 S  M  L  XL  XXL

#### Acceptable attire will include:

Dark Pants (Black/Navy) – Dark jeans are ok (no rips or tears)

Closed toe, clean, flat footwear

Neat and tidy appearance

### Areas of Interest

Please identify the positions you would like to be assigned to. Please note assignments will be made based on need as well as the information you provide below.

- Any volunteer position     
  Bus Coordinator (18+)     
  Set-up / Take-down (16+)  
 Airport Greeter (18+)     
  Security Team (18+)     
  Technical \*(Please provide experience below)

### Availability

Time / Date	Sun, May 25	Mon, May 26	Tue, May 27	Wed, May 28	Thu, May 29	Fri, May 30	Sat, May 31	Sun, June 1
Morning 6:00 – 12:00								
Afternoon 11:00 – 5:30								
Evening 5:00 – 11:00								

The above are approximate times only. Hours will vary depending on volunteer position.

### Additional Information

Include any additional information (i.e. \* previous gymnastics or sport event experience, allergies, qualifications,).