



# Event Hosting Manual

6 June 2017

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# Introduction

Gymnastics Saskatchewan's Event Hosting Manual is designed to assist the local organizing committee (LOC) with the organization of successful Provincial Gymnastics Championships. This is a tool to ensure that all of the Provincial Championships have the same look and feel each year.

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

## 1 Gymnastics Saskatchewan

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### **Gymnastics Saskatchewan's Vision and Mission**

To inspire the athlete in everyone.

To direct and support the development and delivery of quality programs and to celebrate gymnastics as a foundation sport of choice.

## 2 Hosting Manual

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This manual will outline the requirements for hosting Provincial Championships 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.

The appendices of this manual contain the important documents and information that the LOC will require throughout the hosting process

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 Gymnastics Saskatchewan's website.

Any questions relating to this manual and its content are to be directed to Gymnastics Saskatchewan's Event Coordinator – Kristi Mandzuk.

## 3 Provincial Championships Introduction

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The Saskatchewan Provincial Championships are above all else, the peak competitive event for our provincial and national athletes who have strived over the season to qualify to attend this annual competition. These Championships, therefore, should be conducted and planned with an overlying theme of excellence in mind. Only our best athletes will be in attendance at all levels vying for the title of Provincial Champion.

Gymnastics Saskatchewan is committed to working closely with our member clubs to host an annual Provincial Championship event that will promote and celebrate the accomplishments of our provincial and national athletes. Whenever possible, it is our preference that all four gymnastics disciplines will compete on the same weekend and in the same venue in order to present a true showcase of all of our competitive programs and athletes.

## 4 Championship Objective

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The main objectives of the Provincial Gymnastics Championships are:

- That the planning and technical execution for Provincial Championships be athlete focused, and incorporates and balances the needs and expectations of artistic, rhythmic and trampoline/tumbling programs
- That the hosting of Provincial Championships integrates and fosters the many other benefits to Gymnastics Saskatchewan, to our member clubs, (recruiting members, media, promotions, prestige), of developing partnerships, and of bringing the gymnastics community in Saskatchewan together.
- That hosting clubs and management teams/organizing committees for Provincial Championships be provided with the financial and professional Gymnastics Saskatchewan staff organizational assistance to ensure the success of the planned events.
- To provide significant grant funding (MAP) to clubs hosting Provincial Championships to make bidding for and hosting a Provincial Championship financially viable and enticing.
- To create a “brand” for Provincial Championships by standardizing protocol and awards as much as possible.
- To showcase Provincial Championships to the public, spectators, participants as a high profile special event. To create a special atmosphere at the event via more professional announcers, decorations, image design, local television broadcasts, signage, standardized awards presentations, etc.
- AA winners receive a trophy and a Provincials medal. There are no awards/certificates presented solely for participation in any discipline, as Provincials is a high level competitive event for the best competitive athletes at each level in the province.
- To create new Team/Club awards, when warranted by numbers of club entries, to reward clubs for excellence in competitive programming and athlete development.

## 5 Championship Format

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Provincial Championships require the following number of days:

- 1-1.5 days for set-up
- 3 days of training and competition
- 1 day for tear-down (Sunday after competition)

# Administration

## 6 Hosting Agreement

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The Hosting Agreement is a contract between Gymnastics Saskatchewan and the LOC that is provided and signed once an LOC is awarded a Gymnastics Saskatchewan 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.

## 7 Local Organizing Committee Structure

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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 and in the “Provincial Action Plan” spreadsheet included.

### 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 Chair.
- 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 schedules.
- Identify and communicate meeting times, locations, agendas, and expected key outcomes.

## Business Operations

The following sections contain information on the business aspects of the event. Each of the following sections is the responsibility of the appropriate manager/director.

## 8 Finances

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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 the following.

### 8.1 Major Revenue Opportunities

Major sources of revenue are typically in the form of registration fees, sponsorships, and MAP grants. All, except for sponsorship acquisitions which are the responsibility of the Sponsorship Manager are the responsibility of the Finance Manager.

### 8.2 Additional Revenue Opportunities

Additional revenue opportunities are, but are not limited to:

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

Gymnastics Saskatchewan responsibilities:

- Registration fees

## 8.2 Expenses

Major expenses are typically venue, meals, and AV/Sound expenses. Their exact cost varies from city to city, venue to venue.

# 9 Sponsorship & Marketing

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Sponsorship & marketing programs are an excellent source of revenue for any LOC and it is highly encouraged. The Sponsorship & Marketing Director 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

Gymnastics Saskatchewan can provide assistance with developing a sponsorship package if requested.

# 10 Communications

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Good communication is the key to a successful organizing committee and event. This falls under the Sponsorship & Marketing committee.

## 10.1 Media Relations

Media coverage at any 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. SaskTel Max will likely tape a few sessions if contacted far enough in advance.

## 10.2 Social Media

Gymnastics Saskatchewan highly recommends the use of social media prior to, throughout, and after the Provincial 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 are recommended are:

- Twitter
- Facebook
- Instagram

Gymnastics Saskatchewan will promote the event on their social media but encourage the LOC to promote the event using the host club's social media accounts.

# Event Operations

The following sections will contain information on the operations aspects of the event. Each of the following sections is the responsibility of the appropriate manager/Director.

## 11 Technical

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The Technical Director is responsible for ensuring that each discipline's specific requirements are met. Each of the discipline's Technical Director and the Technical Committee are responsible for the Technical Requirements (Appendix D).

## 12 Logistics

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The operations section of this manual is primarily focused on the facility and equipment requirements of the event, among other things. The Logistics Director is responsible for this section.

### 12.1 Venue Requirements

A full list of the competition venue requirements can be found in Appendix C. The Logistics Director must ensure that the venue is kept clean throughout the event and meets GCG requirements prior to equipment arrival.

### 12.2 Set-Up/Take-Down

The LOC is responsible for the recruitment of approximately 30 volunteers to help with the set-up and take-down of equipment. The Logistics Director must coordinate with the Volunteer Director to ensure enough volunteers are recruited. The LOC will coordinate with Gymnastics Saskatchewan and its equipment supplier to establish the set-up and take-down schedule.

#### Gymnastics Saskatchewan 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 the transportation of the AAI provided equipment between the supplier's warehouse and the competition venue.

### 12.3 Technical Requirements

A list of the technical requirements can be found in Appendix D.

AAI is the official supplier of the Provincial Championships for WAG & MAG equipment.

#### Gymnastics Saskatchewan Responsibilities:

- Create the competition and training schedule for each discipline in consultation with the LOC.

## 12.4 Non-Technical Equipment

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

## 12.5 Medical

The LOC must contact St. John's Ambulance to be on site for athletes and spectators, two to three volunteers should be on site during the event. Gymnastics Saskatchewan will be in contact with the Saskatchewan Sports Council and will arrange for medical personal to attend the event.

## 12.6 Signage

Proper signage is very important during an event.

### *17.8.1 Directional Signage*

The Logistic Director must ensure that proper directional signage is set-up outside and throughout the venue. Directional signage is aimed at two major groups: spectators and participants/volunteers.

### *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.

### **Gymnastics Saskatchewan Responsibilities:**

- Provide Gymnastics Saskatchewan, Sask Lotteries, AAI Sponsor signage.

# 13 Delegate Services

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Properly planned and executed delegate services can make a huge difference in the overall perceived success of an event. The Delegate Services Director is responsible for ensuring the planning and delivery of care and concern for participants and delegates.

## 13.1 Accommodations

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

### **Gymnastics Saskatchewan Responsibilities:**

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

### **LOC Responsibilities:**

- Will assume the costs of all accommodations for AAI staff within host hotels.



## 13.2 Food and Beverages

The Delegate Services Director is responsible for ensuring the proper planning, procurement, and delivery of food and beverage services to delegations, staff, volunteers, and VIPs.

### 13.2.1 Judges & Coaches Hospitality

The LOC is responsible for providing meals to judges & coaches throughout the competition days when they are present on site. Coffee, tea, water, and snacks should also be available throughout the day. It is recommended to set a schedule of when hospitality will be served and post that in the competition area.

# 14 Protocol

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This department is responsible for event presentation as well as the participant and spectator experience. The Protocol Director is responsible for the planning and delivery of this department. Well executed event production can set your event apart from the rest!

## 14.1 Protocol

All protocol related tasks are the responsibility of the Protocol Director and must follow Gymnastics Saskatchewan guidelines.

### 14.1.1 Opening Ceremonies

The opening ceremonies are mandatory for any Provincial Championship. The opening ceremonies can be as creative and glamorous as the LOC wishes them to be. At a minimum, the ceremonies must follow Gymnastics Saskatchewan's protocol (Appendix F).

### 14.1.2 Award Presentations

The award presentations are mandatory and, at a minimum, must be executed according to Gymnastics Saskatchewan's official protocol (Appendix G).

# 15 Volunteers

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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 Director is responsible for all aspects of volunteer management. All sections below are closely linked to each and should be managed as such.

## 15.1 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 require volunteers, such as technical, hospitality, 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: 4-8
- TG:5- 10
- MAG: 10-15
- WAG: 15 – 20
- Set-up and take-down: 30+ (men preferably), plus strong leaders

### **15.2 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:

- 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.
- Breakout meetings in smaller groups with various managers. E.g. technical volunteers meet with Technical Manager and Coordinators.

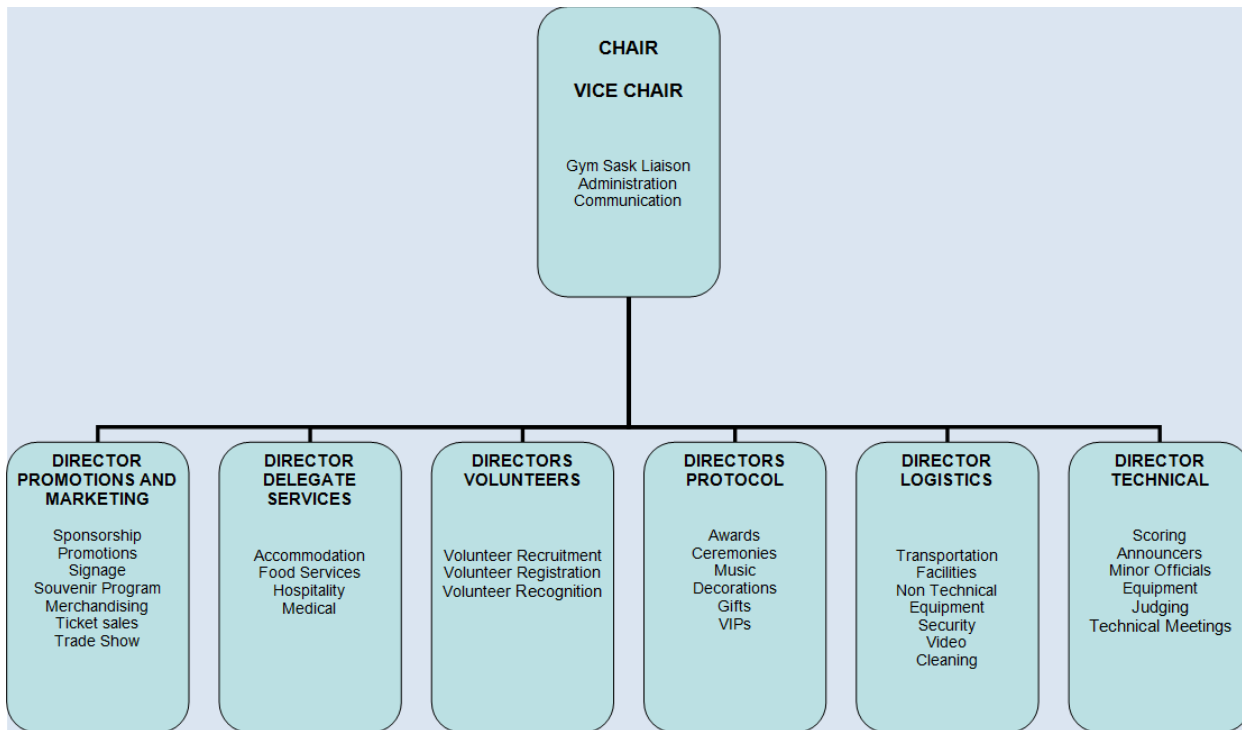
### **15.3 Recognition**

Volunteers are the backbone of every event. Please remember to recognize them appropriately.

- Free t-shirt to wear while working
- Free food and drinks at hospitality or canteen while working
- Social media posts of volunteers
- Closing/Thank you BBQ or social after event

# Appendix A: Organizational Chart

The following chart represents the recommended organizational structure for the local organizing committee (LOC). The following can be adjusted by the Chair and Vice Chair of the event.



## Appendix B: Roles and Responsibilities

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See “Provincial Action Plan” spreadsheet for more detailed roles and responsibilities.

Appendix B provides an overview of the responsibilities of Director Positions found in the organization chart in Appendix A.

### **Chair & Vice Chair:**

The Chair & Vice Chair are responsible for the overall planning and delivery of the event. They are the main point of contact with Gymnastics Saskatchewan. They are the direct supervisor of all other Directors. The Chair & Vice Chair’s responsibilities include, but are not limited to:

- Ensure the delivery of the Gymnastics Saskatchewan event as per the requirements set out in this Hosting Manual.
- Establish the organizing committee structure.
- Recruit all Directors, Managers, and Coordinators.
- Assist with registration package & other required information.
- Has the authority to make final decisions within the LOC.

### **Director Finance:**

The Finance Director is responsible for all financial matters of the LOC. Primarily; the Finance Director must manage the budget. They must also ensure that the organizing committee and sub-committees stay on budget. Their responsibilities include but are not limited to:

- Budget management, working closely with Gymnastics Saskatchewan Staff and accountant.
- Assist with MAP grant application.
- Setting realistic financial targets and tracking their progress.
- Managing accounts payable and receivable.
- Supervise cash flow & inventory during the event.
- 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.

### **Director Promotions & Marketing:**

The Promotions & Marketing Director is responsible for all business operations of the LOC. Their responsibilities include but are not limited to:

- Sponsorship Packages.
- Promotions before & during the event.
- Sponsorship signage.
- Souvenir Program.
- Coordinate the merchandise.
- Program preparation and printing.
- Ticket Sales.
- Event Tradeshow.
- Media.

### **Director Technical:**

The Technical Director is responsible for all technical requirements of competition. They oversee all technical aspects of the competition including scoring, minor officials, equipment, judging and technical meetings. Their responsibilities include, but are not limited to:

- Ensure proper scoring systems are in place.
- Ensure minor officials are trained in technical roles.
- Ensure judging panels have been assigned.
- Ensure scorers are properly trained.
- Ensure equipment is set up properly.
- Prepare script and announcements.

### **Director Logistics:**

The Director of Logistics oversees facilities, non-Technical, equipment, security, video, and cleaning. Their responsibilities include, but are not limited to:

- Ensure technical and non-technical equipment meets Gymnastics Saskatchewan's requirements.
- Ensure that the floor plan approved by Gymnastics Saskatchewan is followed.
- Work with chair to ensure facility is booked and meet 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.

### **Director Delegate Services:**

The Director of Delegate Services oversees accommodation, food services, hospitality, and medical. Their responsibilities include:

- Ensure that the highest level of service is provided to participants.
- Ensure food and beverage services are planned; hospitality for coaches, judges, VIPS.
- Ensure accommodations are secured for participants.
- Prepare & manage the Emergency Action Plan & medical plan.

### **Director Protocol:**

The Director of Protocol oversees awards, ceremonies, music, announcers, decorations, gifts & VIPS. Their responsibilities include:

- Ensuring the competition venue is decorated and set up appropriately
- Ensure that all ceremonial, awards, and competition protocols and tasks are followed.
- Coordinate opening, and award ceremonies.
- Manage VIP areas and hospitality suites during the event.
- Prepare script and announcements.

### **Director Volunteers:**

The Director of Volunteers oversees Volunteer recruitment, Volunteer Registration & Volunteer Recognition. Responsibilities include:

- Coordinate with every Manager in the LOC to determine the number of volunteers required for the event and when they need them.
- Establish recruitment & recognition strategies.

- Create and manage the volunteer work schedule.
- Arrange a volunteer meeting prior to the event.
- Coordinate volunteer training.
- Dispatch the volunteers where needed with instructions and oversee their work.
- Prepare an announcement script to acknowledge all volunteers at the closing ceremonies.

## Appendix C: Venue Requirements

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- **Size of the competition venue:** (all in ‘square feet’)

	WAG	MAG	TG	RG	MAG/WAG	MAG/WAG/TG	MAG/WAG/TG/RG
Square footage	10,000	10,000	8,000	6,000	15,000	20,000	28,000 - 30,000
Ceiling Height	6.6 m – 21.5 ft		8.1 m – 26.5 ft		6.6 m – 21.5 ft	8.1 m – 26.5 ft	

- Note: These measurements do NOT include bleacher seating for approximately 500 which must be included (approx. 2,000 square feet depending on height of bleachers).
- Must also have meeting and hospitality rooms.
- Separate area for awards if possible is preferred.
- **Electronic power:** Multiple power sources will be needed for the event.
- **Wireless internet access:** Dedicated networks for scoring are required.

## Appendix D: Technical Requirements

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

### 1 Applies to all

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#### 1.1 Scoring

Live scoring is not mandatory; if live scoring will be used at Provincials the following is recommended:

- Internet connection dedicated to scoring to ensure live results. DSL (hard line connection) highly preferred and more stable than wireless.
- Projector & projection screen(s) to project results to spectators (if applicable)
- Scoring stationary: printer, paper, paperclips, pencils, pens, stapler, staples, file folders, etc.
- Power bars and extension cords. Quantities and length will depend on site plan – supplied by Gymnastics Saskatchewan
- Video Cameras or Ipads will be supplied by Gymnastics Saskatchewan for verification for Trampoline & Tumbling and WAG (some Ipads/Cameras may need to be supplied by host)

## 1.2 Floor Managers

There must be a floor manager whose main responsibility is 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 Gymnastics Saskatchewan’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)

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## 2.1 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

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

# 3 Women’s Artistic Gymnastics (WAG)

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## 3.1 Minor Officials

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

VAULT	UNEVEN BARS	BEAM	FLOOR
	Timer	Timer X 2	Timer
Scorer	Scorer	Scorer	Scorer
Flasher	Flasher	Flasher	Flasher
Runner	Runner	Runner	Runner
Videographer (JO 6 & +)	Videographer (JO 6 & +)	Videographer (JO 6 & +)	Videographer (JO 6 & +)

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

# 4 Rhythmic Gymnastics (RG)

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## 4.1 Scoring

- Gymnastics Saskatchewan provides the software to be used.
- 1 computer, printer and projection screen (computer & projector screen provided by Gym Sask), Printer to be provided by host.

## 4.2 Minor Officials

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

- 1 secretary
- 2 line judges for individual competition
- 1 timer

# 5 Trampoline Gymnastics (TG)

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## 5.1 Scoring

- Gymnastics Saskatchewan provides software to be used
- 1 computer for scoring (provided by Gym Sask – if needed)
- 1 screen and projector (if live scoring) or whiteboards and markers for flashing (provided by host)

## 5.2 Minor Officials

The following minor officials are required for TG:

DMT	TRAMPOLINE	TUMBLING
Verifier	Verifier	Verifier
Scorer	Scorer	Scorer
Flasher	Flasher	Flasher
Videographer	Videographer	Videographer

# Appendix E: Non-Technical Equipment Requirements

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Table numbers are based on 6 foot tables. All tables on the competition floor and in the view of the public must be covered. Numbers may vary depending on venue. Some items in the non-gymnastics equipment requirements may be combined.

## 1 Men’s Artistic Gymnastics (MAG)

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List of required equipment on the floor plan:

AREA	EQUIPMENT REQUIRED
FLOOR	2 Tables & 8 Chairs
POMMEL HORSE, RINGS, VAULT, PARALLEL BARS, HIGH BAR	1 Table & 4 Chairs per event

## 2 Women’s Artistic Gymnastics (WAG)

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List of required equipment on the floor plan:

AREA	EQUIPMENT REQUIRED
VAULT, BARS, BEAM, FLOOR	2 Tables & 8 Chairs per event



### 3 Rhythmic Gymnastics (RG)

List of required equipment on the floor plan:

AREA	EQUIPMENT REQUIRED
JUDGES	4 Tables & 16 Chairs

### 4 Trampoline Gymnastics

List of required equipment on the floor plan:

AREA	EQUIPMENT REQUIRED
TRAMPOLINE	Podium 1m-2m high, 3 tables, & 10 chairs
DMT	Podium (level with top of DMT) 3 Tables & 10 chairs
TUMBLING	3 Tables & 10 chairs

**Other non-gymnastics equipment that must be provided:**

- 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
- 1 business printer/photocopier
- Several extension cords and power bars
- Awards podium
- Spray Bottles for UB – GS to provide
- 4 measuring tapes for runways
- Trays for awards
- 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 – GS to provide
- Bells – GS to provide
- Green and Red flags – GS to provide
- 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 Gymnastics Saskatchewan), a big screen, projector and other electronics may be required

## Appendix F: 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 entrance of athletes, the Canadian National anthem, presentations from Gymnastics Saskatchewan & Title Sponsor (if applicable), and the Judge’s and Athlete’s Oath’s.

### **Judge's Oath**

*"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."*

### **Athlete's Oath**

*"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."*

## Appendix G: Awards Protocol

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### 1 Awards Podium

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The LOC is responsible for having an award podium (1-3), not mandatory but it is ideal to have 4-8<sup>th</sup> place signs.

### 2 Medals and Ribbons

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#### **2.1 Ordering**

Gymnastics Saskatchewan will place the order for all medals and ribbons and will invoice the LOC.

#### **2.2 Awards Ceremonies**

As per technical regulations in each discipline

First priority for awards presenters:

- Gymnastics Saskatchewan Board/Staff Members
- Sponsors
- LOC club volunteers