



## Recreational Fun Meet Guidelines



The following pages were designed to assist clubs in hosting a club or inter-club Fun Meet. The emphasis of the event should be for participation, experience, and fun! The guidelines in this package are merely recommendations for an overall program plan. Organizing committees can choose to follow any of the recommendations or incorporate individual ideas to enhance the meet experience.

If you require further assistance in planning your event, please contact us at:

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## **Before the Fun Meet**

### A. Planning:

1. Decide on a date to host the competition. Check the club schedules so that other classes will not conflict. If you are not using your own gym, check the availability of the facility and book your event as early as possible.
2. Check with Gymnastics Saskatchewan that the date you are considering is not already scheduled.
3. Request a sanction from Gymnastics Saskatchewan. Sanction fees are \$50 for every club competition or club event hosted. Complete sanction information can be found at <http://www.gymsask.com/wp-content/uploads/2015/05/Sanction-Request-Form-2015-2016.pdf>

By sanctioning an event, Gymnastics Saskatchewan recognizes that the host clubs will meet the following standards:

- that the event is conducted in a safe manner
  - that hosts adhere to Gymnastics Saskatchewan's policies for conduct
  - that coaches on the floor have the proper certification
  - that medical and safety needs are fulfilled (including access to emergency vehicles & access to a public telephone and/or a cellular telephone available at all times)
  - that an emergency plan is in place with a designated control person to handle serious incidents
  - that volunteers are adequate in numbers, have assigned duties and have undergone an orientation session
4. Consider the levels and age groups of participants that you would like to invite and include in the fun meet, i.e. Recreational by badge levels, CANGYM, CANJUMP, etc.
  5. Create a list of surrounding area clubs you will invite to your event.
  6. Recruit and involve other members of your club (parents, coaches, staff, older gymnasts) to assist with the planning and the delivery of the event.

### B. Registration:

1. Make up a meet package to send out at least one and a half to two months in advance. A meet package should consist of:
  - The name, date, what type of event it is and a deadline date for registration
  - Levels invited to participate
  - A tentative schedule of your event
  - Location of the event (city/town and gym address)
  - A list of available equipment and the rules governing the routines and the competition
  - How athletes will be evaluated and how awards will be given
  - A map to your facility and hotel information if necessary
  - A registration form so you know how many athletes will attend, their name, year of birth and level, and how many coaches and judges will be attending (sample in Appendix A)
  - A meet entry fee (to cover costs of awards, judging honorariums, etc.)
  - A sample of the score sheet for coaches to fill in prior to attending the meet.
2. Set your registration due date for 3 weeks before the meet date.
3. Send registration packages to clubs on your invitation list and one to Gymnastics Saskatchewan (electronic copy, if possible, to be posted on the provincial website).

See Appendix A for sample Registration materials.

### C. After the Registration Deadline:

1. Create rotations. This requires participants to be allotted to a group. The number of groups should equal the number of events running at one time. Participants should be grouped based on level and age, and by club as much as possible. The number of athletes in each group should be 5 to 10.
2. Lay out a tentative schedule for the meet, include 10-15 minutes as general warm up, 2.5 minutes per athlete for performance and evaluation, 10 minutes of games so that the awards

- people can prepare to present the awards, and allow 20 minutes at the end to present the score sheets and participation awards to each athlete. *Please be generous when creating the competition schedule, people will not say anything if it ends early, but they will if it ends late.*
3. Collect the number of awards needed (see Awards section below for details) you think you will need.
  4. Send out a final schedule to all the clubs who are registered for your meet no later than **1 week** before the event.
  5. Recruit additional judges if needed (1-2 per event). These can be Gymnastics Saskatchewan trained judges, shadow judges, coaches or senior athletes. Determine judging panel and circulate it to all judges assigned one week prior.
  6. Coordinate score sheets for each athlete and each rotation (see samples in Appendix B).
  7. Arrange a sound system/stereo/speakers for athletes with floor routine music.

#### D. Awards Suggestions:

An award should be offered to every participant in the fun meet.

1. Ribbons, pencils, stickers and tattoos are available from Gymnastics Saskatchewan for awards.
2. A participation medal or ribbon; Gym Sask medals and I Love Gymnastics ribbons are available from Gymnastics Saskatchewan.
3. Certificates should include the date and the name of the club, the participant's name.

#### Day of the Competition

1. Gym set-up with tables and chairs for judges at each event. Include pencils, calculators, scrap paper, etc, if needed.
2. Tables set-up for raffle draws, canteen or admission.
3. Rooms should be available for judges and coaches with tables and chairs. Hospitality is appreciated by traveling coaches & officials. This can include beverages and meals or snacks as decided upon by host volunteers.
4. Each judge should have a routine score sheet, or receive the score sheet with skill list when the athletes arrive at their event.
5. A separate room should be available for awards to be sorted (with computer if needed).

#### During the Fun Meet

1. Hold a coaches meeting before or during warm-up to address rotations, schedule, scratches, equipment specifications and other questions. A copy of the event rotation lists should be available for coaches.
2. Warm-Up Format Options:  
General Warm-Up on floor: 10 minutes  
Warm up on each event: 3.5 minutes per rotation  
OR  
General Warm-Up on Floor: 10-15minutes  
Apparatus Warm-Up: During competition, one practice turn prior to compete
3. March-In:  
Prior to competition: Athletes are marshaled into their clubs, march in, and are recognized by club.
4. Competition:  
Athletes may compete on any 4 of the following apparatus (as long as the host gym has each of these apparatus available): Vault, Uneven Bars, Beam, Floor, High Bar, Trampoline, Tumbling, Hoop Routine or Free Routine  
6-10 recognizable skills are performed on the listed apparatus, except Vault which will instead be 1 or 2 vaults performed.  
Athletes receive their order from the official(s). No scores are flashed.
5. Games: Coaches can gather all athletes for fun participation games.
6. Awards

Appendix A

## **(Club name) Gymnastics Club Fun Meet Invitational**

(Club Logo)

- Date: (Complete date of the event)
- Location: (Full address of the location of the event)
- Categories invited: - Level X (specify: discipline, category, age, gender)  
- Level Y  
- Level Z
- Cost: Registration fees are \$0.00.  
Late fees of \$0.00 will apply for registrations received after the deadline.  
Please make cheque payable to: (name required on cheque)  
Send registration and payment to: address, fax and email
- Deadline: Full date
- Fun Meet Rules: Suggestion:  
Participants can choose to complete on any 4 of the listed apparatus available.  
Participants will receive an appreciation on 6 to 10 skills performed on all apparatus except vault. For vault 1-2 skills may be performed.  
List of skills performed must be provided before the performance on each event.
- Gym Cat rules: As per defined by Gymnastics Saskatchewan.
- Equipment specification:  
Example: - Floor without springs.  
- Vault runway only x meters  
- No trampoline available
- Inquiries: You may direct your questions to (name)  
Email and/or phone

**(Club name) Gymnastics Club Fun Meet  
Invitational  
REGISTRATION FORM**

(Logo)

Club name: \_\_\_\_\_

Contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

<b>Athlete Name</b> (please print)	<b>Apparatus Choices</b> (list 4)	<b>Level</b>	<b>Year of birth</b>

**Coaches attending**

\_\_\_\_\_  
\_\_\_\_\_

**Certification level**

\_\_\_\_\_  
\_\_\_\_\_

**Judges attending**

\_\_\_\_\_  
\_\_\_\_\_

**Certification level**

\_\_\_\_\_  
\_\_\_\_\_

**Note:**

Deadline reminder

Refund policies if applicable



