

Club Event Hosting Guidelines

Updated January 2024

Gymnastics Saskatchewan approves sanction requests from member clubs to host Club Events. These are events that involve participants from **outside** your club memberships and must be sanctioned by Gymnastics Saskatchewan in order for insurance to apply. These are events for eg: recreational fun meets, precompetitive and competitive meets, provincial, national and high-performance invitationals, performance galas, workshops, clinics, training camps, and other physical testing.

The following guidelines have been established to assist club members and staff with the information needed to host club sanctioned gymnastics events in Saskatchewan.

Event Requirements

For all sanctioned events in Saskatchewan:

- ❖ Representatives of the board of directors and/or staff of Gymnastics Saskatchewan shall be welcomed to the event with no admission fee, and arrangements made – if possible – to have Gymnastics Saskatchewan dignitaries or representatives present awards or speak on behalf of Gymnastics Saskatchewan.
- ❖ All Gymnastics Saskatchewan members in good standing who qualify and who are eligible to participate in the sanctioned categories will be invited and granted entry to the event, space permitting.

Hosts must provide Gymnastics Saskatchewan the following:

- ❖ Registration package with levels of athletes invited.
- ❖ Verify when registration is complete in Sportsoft or other scoring software.
- ❖ Registered list of athletes, coaches and judges to be sent to Gymnastics Saskatchewan 2 weeks prior to event for verification.
- ❖ Results of event sent to Gymnastics Saskatchewan within 2 weeks of event.
- ❖ Please note, it is **suggested** to have the following at all Gymnastics Saskatchewan sanctioned events Opening Ceremonies:
 - The playing/singing of the Canadian National Anthem (preferably in official and Indigenous languages)
 - Example: English/French/Cree version
(<https://www.youtube.com/watch?v=9hnrGwGFI4>)
 - A land acknowledgment
 - Athlete March-In
 - Greetings on behalf of the Host Organizing Committee

- March-in and/or display of:
 - Canadian flag
 - Saskatchewan flag
 - Treaty flag
 - Métis Nation flag
- Athlete, Coach and Judge Oath

For Club Hosted Events Gymnastics Saskatchewan will:

- ❖ Communicate and distribute entry forms, bulletins, deadlines and memos to all Gymnastics Saskatchewan member clubs who are eligible to participate.
- ❖ Posting of Club Event of Gymnastics Saskatchewan Website Calendar.
- ❖ Make available Samsung Tablets for rental, see [Scoring Tablet Loan Request](#).

For Club Hosted Events Host Club responsibilities may include but are not limited to:

- ❖ Establishing an organizing committee made up of experienced and dedicated key volunteers who will put forth their best efforts to host a successful event for our members.
- ❖ Recruiting and training all volunteers (technical and non-technical) required for the successful organization and hosting of the competition.
- ❖ Marketing and promotion of the event including a media plan, corporate sponsorship, program sales, ad sales, ticket sales, school group attendance, gifts for athletes and officials.
- ❖ Finding accommodation for visitors if needed.
- ❖ Applying for MAP Grant if applies to the event by the deadline.
- ❖ Providing hospitality for all officials, coaches and volunteers during the event.
- ❖ Securing an appropriate venue and equipment for the event.
 - Adequate floor space to allow for proper matting, run/walkways and perimeters
 - Appropriate ceiling height
 - Equipment specifications are according to the technical requirements of the categories training, performing or competing
 - Sufficient seating area for spectators and volunteers
 - Sufficient space for evaluators, minor officials, judges and volunteers
 - Sound system and power supplies
 - Exclusive use of space and equipment for the event when required
- ❖ Ensure the gymnastics equipment and other facilities are checked for safety.
- ❖ Securing non-technical equipment (meeting rooms, tables, chairs, copiers, computers, paper, other).
- ❖ Arranging scoring and results programs if required.
- ❖ Ensuring Judging Panels are created based on the judging regulations as per the appropriate technical manuals and Gymnastics Saskatchewan Judging coordinators are notified.
- ❖ Securing and providing the expenses for all hired evaluators or judges required to meet the technical requirements of the event.

- ❖ Ensuring that safety and medical requirements during all warm-up and competition sessions are adhered to (minimum – designated First Responder onsite at all times), and a Medical designated person is named.
- ❖ Having an Emergency Action Plan written for each event.
- ❖ Take action to bring any safety risk witnessed to the attention of an official, qualified coach, or Gymnastics Saskatchewan representative.
- ❖ Implementing protocol programs including ceremonies and awards, securing announcers, VIP's, etc.

Technical Rules and Requirements

Please refer to the Gymnastics Saskatchewan website www.gymsask.com to review all rules and regulations regarding these events.

For more information

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