



## GUIDELINES FOR HOSTING AGF COMPETITIONS

### 1. Introduction

The following guidelines have been developed to provide potential host organizers and meet directors with the information necessary for applying to host AGF competitive events and then the follow through with the planning, implementation and reporting of the event once an application has been approved.

An AGF sanctioned competition is one that is supported, defined, coordinated and sometimes even implemented by AGF. Such events include; Trials, Alberta Provincial Championships; Western Canadian Championships and Canada Cup; Alberta, Western and Canada Games; World Championships and additional Special Events may also be considered, such as an International Invitational.

### 2. Procedure for Applying to Host an AGF Competitive Sanctioned Event

Any AGF club wishing to host an AGF sanctioned event (Women's, Men's, Trampoline and Tumbling) shall complete and submit an "**Application to Host a Competitive Sanction**" form: Appendix 1. The form provides a tentative interest in hosting an event. A site visit, conducted by an AGF representative and review of the **Hosting Checklist** (Appendix 2) or **Special Events Hosting Criteria** (Appendix 3) will follow to complete the bidding process.

Each Technical Program/Program Committee/Assembly (i.e. Women's, Men's and Trampoline and Tumbling) will propose a competitive schedule as early as possible and prior to the beginning of the new season. Clubs wishing to apply to host any events on these schedules should complete their application in full, and return it to the AGF office c/o the applicable Program Coordinator by or before the deadline established by the appropriate Technical Program/Program Committee/Assembly. Applications not submitted on time may not be considered.

Clubs applying to host any AGF sanctioned competitive event should be aware of and be able to comply with the Technical Program rules and regulations for each particular event, based on the applicable **AGF Technical Program Handbook** prepared by each program (Women's, Men's and Trampoline and Tumbling). Copies of these handbooks can be purchased through the AGF office or viewed online at [www.abgym.ab.ca](http://www.abgym.ab.ca).



### 3. Approval of Sanctioned Applications

All applications should be submitted to the AGF office c/o the applicable Program Coordinator, who will then ensure that the applications are copied to members of the appropriate Technical Program Committees/Assemblies for review.

Hosts will be selected based on various criteria, including but not limited to:

- Applicant's status as a member of AGF
- Completeness of application, including a draft budget
- Ability to meet equipment/facility standards
- Proposed date(s) and location of the event

Once event hosts have been selected, all applicants will be notified of the decision. At the earliest convenience, the OC will meet with the AGF President/CEO and/or pertinent staff person(s) to confirm expectations and responsibilities. AGF will also provide any relevant event specific policy manuals. Detailed Committee Member responsibilities and planning schedules will be distributed at this time along with any additional information that AGF is able to share from past experiences.

### 4. Summary of Responsibilities

The host club will develop an appropriate Organizing Committee (OC). The AGF President/CEO and other pertinent staff person(s), along with the host club and their developed OC, will work together and collectively adhere to the hosting protocols as discussed and outlined by the pertinent Provincial/Territorial Sport Organizations (P/TSO's) and policy manuals.

#### **Host Club responsibilities include:**

- Securing a suitable location in which to host the event(s):
  - Gymnasium with a minimum of 25 m X 33 m of floor area. The gym may be smaller with only one discipline
  - Ceiling height of at least 7 m clearance (8-10 m for T&T)
  - Enough area for a vault runway (33 m)
  - 2 or 3 sets of floor plates are ideal. If floor plates are not available, free standing equipment may be used
  - For specific requirements, please refer to the applicable **AGF Technical Program Handbook**
- Ensuring that trained emergency medical staff, minimally trained as an EMT, are available and on site during all training and competitive times
- Confirmation and securing of all volunteers required for competition planning and implementation (i.e. meet organizers, runners, scorers, flashers, hospitality, etc.)
- Additional tasks outlined in the **Hosting Checklist** (Appendix 2)
- Other tasks as determined by the organizing committee and/or the Technical Program Committee/Assembly responsible for the event



**In conjunction with AGF:**

- Confirmation of facilities and equipment required
- Area map with details of competition venue, suitable & available accommodation
- Confirmation of competition schedule, draws and rotations as supplied by AGF
- Confirm scoring program, equipment, format and results distribution procedure

**AGF responsibilities include:**

- Communication and distribution of entry forms, bulletins, deadlines and memos to all AGF member clubs who are eligible to participate
- Establish all registration policies and fees
- Collection of all competition registrations and entry fees
- Confirmation of the eligibility of all athletes and coaches who have registered
- Completion of the draw for the competitive order and distribution
- Development and distribution of Participant Handbook (if required)
- Supplying competition awards, certificates and/or plaques

The Judging Coordinator(s) from each Technical Program/Program Committee/Assembly will, in conjunction with the AGF Program Coordinator, determine and confirm all judges (including line Judges) for the events. Judging travel and accommodation(s) will be arranged by AGF. Expenses will be according to the AGF policy.

Once the competition is completed, the host club will be responsible to ensure that the Meet Director's Report and Women's Appeal Form with fees collected (if applicable) are returned to the AGF Program Coordinator no later than one week following the event. As well, all judging ballots, score sheets, etc. should be returned to the appropriate AGF Program Coordinator within one week following the event.

Hosting an AGF event does not exclude the host club from paying registration fees for their members or submitting an entry fee refund and medical petition forms by the specified deadlines. Compensation is available for hosting Trials, Zones and other testing events; please contact AGF for current rates.

## **5. Additional Responsibilities for Larger Scaled Events (Provincials, Westerns & Nationally Sanctioned Events)**

The AGF office will work closely with the LOC committee members to ensure technical regulations are met, event presentation is at an exceptional standard and operations are within an approved budget. Detailed Host responsibilities will be provided upon receiving the bid form. All GCG sanctioned events may include additional responsibilities according to their hosting documents.

**Host Club responsibilities include:**

- Tasks outlined in the **Special Events Hosting Criteria** (Appendix 3)
- Additional tasks as determined by the organizing committee and/or the Technical Program Committee/Assembly responsible for the event



**In conjunction with AGF:**

- Development and maintenance of an appropriate budget
- Create and supply a meal plan
- Develop and implement marketing and sponsorship strategies

**AGF responsibilities:**

- Development and distribution of Participant Handbook (if required)
- Developing and implementing accreditation materials and processes
- Providing a protocol plan for march-ins, scripting, use of music, awards presentations and other ceremonies
- Securing gymnastics equipment and layout according to technical regulations

All web communications, media related artwork and printed materials will be developed and implemented through the AGF Communications Coordinator for all events.

**The AGF offices may provide the following:**

- Supplemental property insurance to cover rental and non-gymnastics equipment
- Sponsor banners, Canadian and Provincial flags and other event décor to enhance the visual appeal of the event
- Printed program including event, athlete and sponsorship information
- Standard materials for the judges tables including; stop watches, flags, flash numbers, measuring tape, calculators and other stationary required
- Admissions cash box, stamps, weekend passes and a float

## **6. Resources and References**

The following resources are available on the AGF website, to ensure clarification of equipment specifications, technical regulations, protocols and all other terms and conditions pertaining to hosting an AGF competitive event:

**MEN'S ARTISTIC TECHNICAL HANDBOOK**

**TRAMPOLINE AND TUMBLING TECHNICAL HANDBOOK**

**WOMEN'S ARTISTIC PROGRAM TECHNICAL HANDBOOK**

**FIG WEBSITE** [www.fig-gymnastics.com](http://www.fig-gymnastics.com)

**GYMNASTICS CANADA WEBSITE** [www.gymcan.org](http://www.gymcan.org)

The following documents can be found on the Gymnastics Canada Website:

**EQUIPMENT SPECIFICATIONS AND MEASUREMENTS PROCEDURES**

**MINOR OFFICIALS MANUAL**





## Appendix 2

### Hosting Checklist

Listed below are areas that should be addressed by your organizing/hosting committee. You may decide to group numerous items together for one volunteer, or set up several sub-committees in order to provide services in the following areas. Please note that these are general guidelines and are subject to change based on each program's specific requirements.

- Admission & Concession**
- Ensure a suitable area has been established
  - Delegate personnel for both areas
  - Ensure that a float and cash box have been provided
- Announcers**
- Announces warm-up rotations and general information
  - Introduces clubs during march-in
  - Announces award recipients
- Music Technicians**
- Responsible for background music during general warm-up
  - Plays march in Music and the Canadian National Anthem
  - Ensures coaches have submitted their gymnast's floor music
  - Confirms the competitive order with the event Head Judge
- Equipment**
- Set-up, maintenance and take-down. Refer to the applicable Technical Handbook
- Gym Cleaning**
- Provide volunteers to maintain the facility before, during, and after the competition
  - Ensure that the facility is thoroughly cleaned overnight
- Hospitality**
- Ensure a hospitality area is established for coaches and volunteers (Judges may not require a hospitality room as they will be compensated according to the AGF expense form)
- Results**
- Organize results room, including the compilation and distribution
  - Ensures the appropriate scoring equipment is obtained and set-up
  - See floor manager regarding ballots
- Awards**
- Delegate personnel to distribute the awards
  - Organize medals/ribbons as per results
  - Host club must count and return all unused medals/ribbons within one week after the completion of the event (this generally happens immediately following the event) - if an event involves more than one discipline, please ensure that each discipline is accounted for separately



**Floor Manager**

- Ensures score sheets have been prepared
- Ensures ballots have been photocopied for the judges (a different colour for each judge per panel is best) - in terms of the number of ballots to photocopy, you will need 5 ballots per gymnasts per judge (add an additional 5% to the total number of ballots so as not to run out because of wasted ballots)
- Coordinates athlete March-in
- Ensures athletes competitive numbers are prepared and at the appropriate first event (if applicable) - these numbers will follow each group and will be used by the score flasher
- Ensures tables and chairs are at each event - two (2) tables at each event are ideal to fit the judges and the officials comfortably
- Ensures the competitive draw and rotations are available to attending clubs, as supplied by AGF
- Ensure judging tables are prepared appropriately:
  - √ pencils/erasers                      √ table cloths/skirts
  - √ pads of foolscap paper              √ calculator
  - √ paper clips/stapler/staples      √ bell
  - √ candy dishes
  - √ 1 red and 1 green flag (2 additional red flags are required on floor for the 2 line judges)
  - √ Flash boards for all events (start value cards)
  - √ Stopwatches:

WAG	MAG	MAG	T&T
Beam - 2	Floor – 1	Pommels - 1	Trampoline
Floor - 1	P-Bars – 1	H-Bar – 1	Tumbling
Bars - 1			DMT
Vault - 1			

- Ensures a flash board for vault numbers is set up at the beginning of the vault runway
- For T&T events, ensures the binders including the Degree of Difficulty numbers are available at each event (Trampoline, DMT, Tumbling)
- Coordinates volunteers (i.e. ensure all positions, timers, score flashers etc. have been filled) - **it is a recommendation that scorers and beam timers not be young children**
- Coordinates a meeting with all volunteers to go over procedures prior to the event
- Ensures a list of volunteer responsibilities is at the judging table
- For Women’s events, ensures the score sheets for each event are photocopied and displayed for view by coaches after each rotation



### General Schedule Information

- The warm-up cannot start before 7:30 am and the competition must finish before 10:00 pm; Awards may be handed out at 10:00 pm
- For the Women's program, the last session of the day cannot be scheduled to start later than 6:30 pm
- A minimum of 4 minutes should be allowed per athlete per event (i.e. nine athletes = 36 minutes)
- A minimum of 15 minutes should be scheduled between sessions. More time should be scheduled if awards are to be handed out
- For the Women's program, timed warm-up is based upon 2 minutes per athlete in a group at each apparatus with a minimum of 15 minutes expected

### Emergency Medical Personnel Information

The Alberta Gymnastics Federation requires acceptable Emergency Medical personnel to be present at all training and competitive times during AGF sanctioned events (camps and competitions). AGF will incur all costs for medical personnel up to \$250.00 per day. It is the responsibility of the host club to submit a receipt for the costs incurred within one week after the completion of the event.

Qualified emergency medical personnel will be restricted to:

- Paramedics
- Emergency Medical Technicians (EMT)

The following shall not be considered adequate, but may also be on site for additional support:

- St. John's Ambulance Volunteers
- Emergency Responders (EMR)
- Chiropractors
- Physiotherapists
- Medical Doctors
- Qualified Athletic Therapists

**NOTE:** First Aid Training is not equivalent to Emergency Medical Technician training. If a host club requires assistance in finding medical personnel for an event, please contact the AGF office.