

# Gymnastics Newfoundland and Labrador- Provincial Championships Hosting Manual

## **Purpose:**

This manual guides host clubs in delivering a high-quality, athlete-focused Provincial Championships that meets GNL and Gymnastics Canada standards, ensuring professionalism, consistency, and an excellent participant experience.

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## 1. Event Overview

The Provincial Championships represent the pinnacle of the competitive season. Athletes, coaches, officials, and families should experience a well-organized, celebratory, and safe event that reflects the values of GNL and the broader gymnastics community.

## **Objectives:**

- Showcase the Championships as a high-profile event through announcers, decorations, signage, awards presentations, and potential local media coverage.
  - Provide a financially viable model for host clubs via transparent cost-sharing and revenue opportunities.
  - Foster community engagement through partnerships, sponsorships, and volunteerism.
  - Ensure an athlete-centered event for all disciplines (WAG, MAG, TG).
  - Standardize protocols and awards to build a “brand” for the Provincial Championships.
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## 2. Event Format

<b>Component</b>	<b>Duration / Notes</b>
Set-up	1 full day before competition
Competition	2–3 days depending on registration
Tear-down	1 full day after competition
Training Day	Optional, subject to host club approval

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## 3. Responsibilities- Checklist

### 3.1 Gymnastics Newfoundland & Labrador (GNL)

- ✓ Set up and collects all registration fees via Sportzsoft
  - ✓ Arranges and pays judges' honoraria, travel and accommodations of out of province.
  - ✓ Arranges and pays GNL staff travel and accommodations
  - ✓ Oversees set up of scoring software/platform, tabulation package, and calculates awards.
  - ✓ Pays Sportzsoft fees (2024-2025: \$75 + 2.5% of every registration), paid out from registration fees.
  - ✓ Purchases and delivers/ships medals and keeper plaques to host
  - ✓ Pays for and delivers/ships any loaned equipment (judge kits, printers, banners)
  - ✓ Ensures compliance with technical regulations for each discipline
  - ✓ Approve equipment floor plan as well as final site plan.
  - ✓ Approves final competition schedules
  - ✓ Provides one staff representative on the host organizing committee (typically TD)
  - ✓ Supports social media and fundraising initiatives
  - ✓ Signs hosting agreement with the club
  - ✓ Provides post-event financial report detailing registration revenue and GNL expenses
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### 3.2 Host Club

- ✓ Appoints Organizing Committee (Chair, Technical Lead, Meet Director minimum)
  - ✓ Secures venue and manages set-up/tear-down, warm-up, and competition areas
  - ✓ Provides medical services (minimum 2 certified personnel)
  - ✓ Provides hospitality for judges, coaches, and GNL staff
  - ✓ Arranges and pays for athlete gifts
  - ✓ Covers costs for décor, audio/sound, signage, cleaning
  - ✓ Manages volunteer recruitment and training
  - ✓ Delivers award presentations with GNL-supplied medals
  - ✓ Delivers opening ceremonies per guidelines below
  - ✓ Provides one volunteer for scoring table each session
  - ✓ Provides electronic equipment (iPads, tripods, printer, monitor, extension cords)
  - ✓ Provides high-speed secure Wi-Fi for live scoring and judging
  - ✓ Provides judges tables with kits/chits for Trampoline
  - ✓ Handles local sponsorships, fundraising, media, and social media
  - ✓ Ensures adequate minor officials are trained and present
  - ✓ Provides post-event financial report to GNL (best practice)
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## 4. Financial Agreement

### 4.1 Registration Fees

- Collected by GNL.
- GNL retains portion for: judges' honoraria, GNL staff/judge travel, Sportzsoft fees, medals and ribbons, plaques, shipping, loaned equipment.
- Remaining balance remitted to host club.
- **Minimum guarantee:** Host club receives at least \$15,000 from registration revenue.

### 4.2 Host Club Revenue

- Keeps 100% of funds from sponsorships, ticket sales, fundraising, concessions, etc.

### 4.3 Host Club Expenses

- Responsible for any and all other costs incurred fulfilling outlined host responsibilities in this document (venue rental, athlete gifts, décor, Wi-Fi, etc.)

### 4.4 Reporting

- Both parties provide post-event financial statements for transparency and planning.

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## 5. Registration Fees & Deadlines

<b>Registration Type</b>	<b>Fee</b>	<b>Notes</b>
Athlete	\$160	Reviewed annually by GNL
Coach	\$25	Reviewed annually by GNL
Late Registration	+\$50	Applies to athletes and coaches

### **Special Registration:**

- Trampoline as a second discipline: \$25 per event (TRI, TUM), no charge for TRS.
- Dual-role coaches register for both disciplines, no extra charge.

### **Registration Timeline:**

- Opens  $\geq$  60 days before event
- Regular deadline: 6 weeks before event
- Late registration: 1 week after deadline
- No registrations accepted after late registration period

## **Sportzsoft:**

- Used for registration and live scoring.
  - GNL responsible for fees: \$75 flat per event + 2.5% of each registration.
  - Host club provides volunteer at scoring table each session.
  - Costs deducted from registration revenue before host balance remittance.
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## 6. Judging Costs

- JDC assigns panels.
  - GNL arranges/pays honoraria, travel and accommodations
  - Costs deducted from registration revenue before host balance remittance.
  - Travel costs shared with club if judge also serves as coach and/or an athlete.
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## 7. Event Operations – Technical

### **GNL**

- Ensures technical regulation compliance.
- Provides oversight in consultation with JDC.

### **Host Club**

- Appoints Floor Manager to oversee competition flow.
- Ensures adequate minor officials and volunteers for scoring, music, runners, videotaping, awards, etc.
- Ensures sessions, levels, categories, rotations, warm-ups, and timing comply with technical regulations.
- Ensures equipment setup meets GNL/GymCan standards.

### 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 GNL's Technical Director for competition related issues, ensuring the field of play is always kept clean, etc..

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## 8. Event Operations – Logistics

<b>Requirement</b>	<b>Notes</b>
Venue	Meets size, ceiling, seating, warm-up, internet, and athlete corrals standards
Wi-Fi	Reserved high-speed access for live scoring and judges
Medical	Minimum 2 certified first aid/paramedic personnel on site
Signage	Clear directional signage; sponsor signage visible but unobtrusive

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## 9. Hospitality

Host club to provide and fund:

- hospitality/meals for judges, coaches, and GNL staff.
- water, coffee, and snacks throughout the competition.

It is recommended to set a schedule of when hospitality will be served and post schedule in the competition area.

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## 10. Awards

<b>Responsibility</b>	<b>Notes</b>
GNL	Purchase and provides medals, ribbons, and plaques. All related costs are deducted from registration revenues.
Host Club	Arrange awards presentations at the end of each session. Sorts medals and prepares them by session, level, and category. Ensure a podium (1-3) and number placings for 4-6 are used. Provide award presenters (suggested: sponsors, GNL staff, host volunteers)

**Award Categories:** Determined by each discipline's technical regulations.

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## 11. Opening Ceremonies

Host club is responsible for organizing and delivering Opening Ceremonies at a suitable time (typically towards the start or early half of competition when there are a good number of athletes available to take part).

Ceremonies may be simple or elaborate, but must include:

- Athlete/Team Procession
- Canadian National Anthem

- Athlete Oath
  - Coaches Oath
  - Judges Oath
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## 12. Hosting Agreement

By signing, both GNL and the host club agree to the responsibilities and financial arrangements outlined in this manual.

### **Signatures:**

- **GNL Representative:** \_\_\_\_\_
  - **Host Club Representative:** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
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## Appendices

### Competition Venue & Other Equipment Requirements

**Size & Ceiling Height** (all measurements approximate)

<b>Discipline</b>	<b>Square Footage</b>	<b>Ceiling Height</b>
WAG	10,000 sq ft	6.6 m / 21.5 ft
MAG	10,000 sq ft	8.1 m / 26.5 ft
TG	8,000 sq ft	6.6 m / 21.5 ft
MAG/WAG	15,000 sq ft	–
MAG/WAG/TG	20,000 sq ft	–

### Notes & Additional Requirements

- Must provide seating for ~300 spectators, including accessible seating for individuals with disabilities.
- Must provide separate hospitality room for coaches and judges.
- Electrical Power: Multiple sources required:
  - judging tables/TG time of flight and computer
  - Scoring table
  - Announcer/Music table
- Wireless Internet: Dedicated networks required for scoring; artistic scoring requires strong Wi-Fi.
- Judges Tables as per technical regulations.
- Head table for Event Chair and announcer
- Two tables for Scoring and Head Competition Judge
- All tables must be covered with draping
- Athlete corral, sectioned off and clearly recognizable using pipe and drape or equivalent
- Spray bottles for UB, 2 measuring tapes for runways, chalk buckets with chalk
- Sound system for announcing and floor music, system must be adapted for two music devices and microphone to operate simultaneously

### Opening Ceremonies

#### **Athletes' Oath**

In the name of all competitors taking part in the Provincial Championships, I promise that we will compete with honour and respect. In the spirit of true sport, we will abide by the rules of the games and recognize the commitment of tireless volunteers who make this experience possible.

I pledge our commitment to the True Sport Principles; we will strive for excellence, stay healthy in mind, body and spirit, and have fun.

### **Coaches' Oath**

In the name of all coaches taking part in the Provincial Championships, I promise that we will coach in a manner that is consistent with the spirit of True Sport.

I pledge our commitment to the True Sport Principles; we will model what we expect from all athletes; fairness, excellence, inclusion, and fun.

### **Officials' Oath**

In the name of all judges and officials taking part in the Provincial Championships, I promise that we will officiate these games with complete impartiality; abiding by and enforcing the rules which govern the, in the spirit of True Sport.

I pledge our commitment to the True Sport Principles; we will strive to uphold a level playing field and a respectful and positive sporting experience for all.

## **Organizing Committee**

Chair – mandatory

The Chair of the Organizing Committee responsibilities include, but are not limited to:

- The chair is responsible for the overall planning and delivery of the event
- They are the main point of contact with GNL and assist with registration package and other required information
- They establish the organizing committee structure
- They are the direct supervisor of all other directors on the organizing committee
- They ensure the delivery of the GNL event as per the requirements set out in this Hosting Manual

Technical Program Director (one per discipline)

The Technical Program Director of the Organizing Committee responsibilities include, but are not limited to: