

# GUIDELINES FOR HOSTING AGF SANCTIONED COMPETITIONS

## 1. Introduction

It is the responsibility of the Alberta Gymnastics Federation (AGF) to sanction professionally organized and safe competitions, which provide optimal conditions for all participants. AGF is also responsible for the development, implementation and monitoring of policies and procedures to ensure effective management of events hosted in Alberta.

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.

The hosting of competitions whether international, national, provincial, or Fun meets utilize the same basic principles. This manual is a necessary resource for Clubs hosting gymnastics events of all levels in Alberta. In addition, Meet Directors should have a comprehensive understanding of the competition rules for the event being hosted. The competition rules for each AGF program are found in the specific Technical Handbooks. Each of these handbooks are updated on a yearly basis and should be treated as a supplement to the information contained herein. Clarification on information listed within the competition rules may be obtained from the AGF Technical Staff.

## 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 or Acro) should review this document and the **Hosting Checklist** (Appendix 2) and **Hosting Organizational Chart** (Appendix 3) thoroughly. Once fully reviewed, they should then fill out the **AGF Sanctioned Event Bid Application Form** (Appendix 4) and **Sample Budget** (Appendix 5) and submit to AGF at [support@abgym.ab.ca](mailto:support@abgym.ab.ca)

Each Technical Program/Program Committee/Assembly (i.e. Women's, Men's, Trampoline and Tumbling, Acro) 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 Special Events 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 event, based on the applicable **AGF Technical Program Handbook** prepared by each program (Women's, Men's, Trampoline and Tumbling, Acro). 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 Special Event 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
- Proposed date(s) and location of the event
- Ability to meet equipment/facility standards
- Completeness of application, including a draft budget; When proposing a budget please refer to the sample provided. Some items may not be applicable to your event but this will be a good place to start and give some indication of budget numbers. (**Bid Application Form – Appendix 4 and Sample Budget – Appendix 5**)

Once event hosts have been selected, all applicants will be notified of the decision.

At the earliest convenience, the Local Organizing Committee (LOC) will meet with the AGF Executive Director 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. Financial Arrangements

#### *Artistic/Acro Provincials*

One budget including all expenses and revenues will be developed jointly by AGF and the Host Club. AGF will provide the Host Club with a \$7,500.00 hosting fee which will be included in the budget. Following the event reconciliation, including all income from registration fees, sponsored commissions and any other income minus all expenses directly associated with the event, should there be a profit it will be split 60-40 between Host Club and AGF. Should there be a significant profit/loss, this will be discussed between the head of the LOC and Executive Director of AGF.

For all other sanctioned event hosting fees, please refer to **Event Hosting Club Compensation** (Appendix 1).

### 5. Equipment

Should an off-site venue be required, and equipment needed for sanctioned events, this will be supplied to the Clubs at no cost. Freight costs may occur based on location.

For other events it is suggested that you contact AGF's official supplier Spieth Canada. For initial pricing please refer to **SA Rental Agreement** (Appendix 6) and contact **Kenzie Hyde, Marketing and Events Manager** at [k.hyde@spiethamerica.com](mailto:k.hyde@spiethamerica.com) or **800.563.6479** for all logistics including transportation, SA staffing etc.

### 6. Summary of Responsibilities

The Host Club will develop an appropriate LOC. The AGF Executive Director, AGF pertinent staff and the LOC 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** (Appendix2)
- Other tasks as determined by the AGF Special Event Coordinator, LOC 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
- Secure vendors for event; please refer to Appendix 7 – Vendor Information for a sample form that can be used. As well, AGF has an online form that and link that can be sent to all potential vendors.

**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

**Judges**

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.

**Host Club Registration Fees**

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.

## **7. 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 GymCan sanctioned events may include additional responsibilities according to their hosting documents.

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

- Tasks outlined in the **Special Events Hosting Check List** (Appendix2)
- Additional tasks as determined by the AGF Special Event Coordinator, LOC 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/GymCan 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 judge's tables including; stop watches, flags, flash numbers, measuring tape, calculators and other stationary required
- Admissions cash box, stamps, weekend passes and a float

## **8. 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  
Acrobatic Gymnastics Technical Handbook

### ***Additional Resources***

Gymnastics Canada Website [www.gymcan.org](http://www.gymcan.org)

- Equipment Specifications and Measurements Procedures
  - WAG – Technical Information – Program Manuals
  - MAG – Technical Information – 2016-2020 Canadian Provincial Pathways Program Manual
- Minor Officials Manual

Fig Website [www.fig-gymnastics.com](http://www.fig-gymnastics.com)