

2016-
2019



WESTERN CANADA CUP

Trampoline & Tumbling

Updated July 2016

TRAMPOLINE & TUMBLING
Western Canada Cup
Protocol & Procedure Manual

1.0 Terms of Reference

- 1.1 The Western Canada Cup (WCC) is held annually in one of the Western provinces.
- 1.2 The purpose of this document is to articulate the responsibilities of the organizing committee and the sports governing bodies, the host province and the visiting provinces and clubs.
- 1.3 No changes shall occur to the protocol policies and technical regulations during the year unless agreed to unanimously by all participating provinces.
- 1.4 Preliminary and finals competition shall be competed in the following disciplines:
 - Individual Trampoline – Pre-National Level 1,2,3,4
 - Double Mini Trampoline – Pre-National Level 1,2,3,4
 - Tumbling – Pre-National Level 1,2,3,4
 - Synchro – Pre-National Level 1,2,3,4 preliminaries only.
- 1.5 Team competition: Pre-National Level 1 athletes on trampoline, tumbling and double-mini are not eligible to represent their province in the team competition.
- 1.6 Team selection: Level 3 and Level 4 should be targeted but in the case of a club / provincial team that physically does not have enough Level 3 and Level 4 athletes to make up an event team then Level 2 would be allowed as substitutions.

2.0 Westerns Canada Cup Committee

- 2.1 The Western Canada Cup Committee (WCCC) must hold two meetings annually: First at the WCC Coaches and Judges Forum, and then at the Annual Assembly which is recommended to take place at that year's National Championships. The location for the Annual Assembly must be agreed upon and communicated at (or prior to) the WCC Coaches and Judges Forum.
- 2.2 Elected Chair will organize and conduct meeting.
- 2.3 The meeting shall be an open forum.
- 2.4 Each province shall possess 1 (one) vote.
- 2.5 At the Assembly a Chair of the WCC shall be voted on and elected by the provinces for a TWO year term beginning in 2010 (elected on even years).
Duties of the Chair of the WCC Assembly:
 - Chair the WCC meeting at the AGM
 - Prepare and circulate the agenda a minimum of one week prior to assembly
 - Circulate the minutes from the previous assembly
 - Update and circulate the Protocol & Policy Manual
 - Request a meeting room to conduct the assembly
 - Chair the Coaches & Judges forum at WCC.

2.6 Each province should be responsible for electing/appointing a representative to the Western Canada Cup Assembly and Management Committee to provide support for the hosting province. They should be available to travel to WCC events. They are responsible for all communications and updates with their province.

2.6.1 Current Representatives - May 2016:
BC - June Booth (CHAIR 2016-2018)
AB - Jamie Atkin
MB - Michelle Dewyn
SK – Cheryl Russell

3.0 Hosting of the WCC

3.1 The responsibility for hosting the Western Canada Cup shall rotate between British Columbia and Alberta. If either Manitoba or Saskatchewan submit a bid to host on any given year, their complete bid will be reviewed at the Assembly. If the bid is satisfactory, they will be given the opportunity to host.

2017 British Columbia
2018 Saskatchewan
2019 Alberta
2018 British Columbia

4.0 Competition Dates

4.1 The dates of the Western Canada Cup shall be established one year in advance.

4.2 It is recommended that the Western Canada Cup be held the first or second weekend of June. In years where Nationals is held in the first or second week of June, it is recommended that Western Canada Cup be two weeks beforehand.

5.0 Competition Site

5.1 The host province shall indicate at the Assembly the city in which they wish to hold the competition.

5.2 Once confirmation has been distributed, the host province shall not alter the location or date without the written notification to each participating province.

6.0 Organizing Committee

6.1 The host shall establish the organizing committee, which will act on behalf of the Provincial Sport Organization (PSO) organizing any or all aspects of the event. The organizing committee may or may not be incorporated autonomously from the PSO. However, regardless of the legal status of the organizing committee, the PSO shall remain accountable for the preparation and the hosting of the event.

7.0 Information Bulletins

- 7.1 Bulletin #1 MUST be circulated four months prior to the event and shall include the following:
 - 7.1.1 Correspondence addresses phone #s, e-mail addresses
 - 7.1.2 WCC meet contact
 - 7.1.3 Exact dates
 - 7.1.4 Location
 - 7.1.5 Accommodation information
 - 7.1.6 Entry fees
 - 7.1.7 All deadlines
 - 7.1.8 Equipment specifications
 - 7.1.9 Request for tentative / provisional registrations
 - 7.1.10 Tentative schedule with training and competition times

- 7.2 Bulletin #2 MUST be circulated eight weeks prior to the event and MUST include:
 - 7.2.1 The process that payment for registration fees and any other costs will be
 - 7.2.2 The deadline date for registration (will be 4 weeks before the starting date of the competition.)
 - 7.2.3 Request for the perpetual trophy to be returned to the OC at the time of the first training session (overall trophy)
 - 7.2.4 Policy - No entries will be accepted one week after the deadline
 - 7.2.5 All forms required for registering athletes:
 - 7.2.5.1 Club
 - 7.2.5.2 Full Name
 - 7.2.5.3 Level for each event
 - 7.2.5.4 Birth date
 - 7.2.6 Separate forms for Coaches and Managers
 - 7.2.7 Judges information sent out to Provincial Judging Reps. These need to include levels of judges and event qualifications (Minimum qualification P3)
 - 7.2.8 Tentative competition schedule
 - 7.2.9 Status of onsite transportation
 - 7.2.10 Information on meetings

- 7.3 Bulletin #3 MUST be circulated 3 weeks prior to the competition and must include:
 - 7.3.1 Judging schedule
 - 7.3.2 Confirmed registration for each province/club
 - 7.3.3 Confirmed Final competition schedule
 - 7.3.4 Final Flights athlete start lists
 - 7.3.5 DD Sheets
 - 7.3.6 Update Coaches Forum information

8.0 Athlete Fees

- 8.1 Shall be based on the fee for National Championships (less GCG surcharge) from the previous year.
- 8.2 Entry fees must be sent in advance with the list of entries, and prior to the stated deadline. Failure to send the entry fee in advance shall constitute a late entry. If payment is not received, athletes will not be permitted onto the equipment for warm-up or competition.
- 8.3 Post-dated cheques shall constitute a late entry.
- 8.4 Entry fees are non-refundable, except for injuries with a medical note.
- 8.5 *Late Fee \$20.00 per athlete will be applied.*

9.0 Coaches, Managers & Judges Fees

- 9.1 Entry fee for coaches is \$45 each
- 9.2 Entry fee for managers is \$0
- 9.3 Entry fee for Judges is \$0
- 9.4 Entry fees must be sent in advance with the list of entries, and prior to the stated deadline. Failure to send the entry fee in advance shall constitute a late entry.
- 9.5 Post-dated cheques shall constitute a late entry.
- 9.6 Entry fees are non-refundable, except for injuries with a medical note.
- 9.7 Late Fee \$20.00 per athlete or coach will be applied.

10.0 Opening Ceremonies

- 10.1 Prior to the commencement of competition, there must be an Official Ceremonies including:
 - 10.1.1 A march-in of athletes, and teams - dressed in competitive attire or official team tracksuits
 - 10.1.2 An official welcome, either by assembled dignitaries or the Meet Director
 - 10.1.3 Oaths: coach, judge, athlete
 - 10.1.4 National Anthem

11.0 Hospitality

- 11.1 An adequate concession facility must be provided to service accredited participants and spectators.
- 11.2 A hospitality room or location must be provided for the benefit of dignitaries, judges, coaches and volunteers.

12.0 Provincial Team Selection

- 12.1 To be determined by each province.

13.0 Individual Event Awards – Based on both Preliminary & Final scores.

- 13.1 Medals will be given for all disciplines from 1st to 3rd place.

- 13.2 Ribbons will be given for 4th to 10th places.
- 13.3 In the event of a tie in either Preliminaries or Finals, the GCG Tie Breaker rule shall apply.
- 13.4 The Individual All Around (men and women combined, all levels) will be awarded for 1st to 6th place, for an athlete who competes in Trampoline, Double Mini and Tumbling. **Beginning in 2015 Level 1 and Level 2 athletes will not be eligible for the All Around competition.**
 - 13.4.1 The winners will be decided by adding their Trampoline, Tumbling and DMT scores from the preliminary round of competition.
 - 13.4.2 The award winners will receive individual plaques.

14.0 Event Team Awards / Aggregate All-Around Team Award

- 14.1 The Event Team Final Awards will be given out in the form of a plaque (or equivalent) to each of the top 3 teams.
- 14.2 The Aggregate All-Around Team Awards are given out in the form of a plaque (or equivalent) to each of the top 3 teams.

15.0 Awards Presentation

- 15.1 All awards must be presented on an Awards podium.
- 15.2 All athletes receiving awards (individual and Team) must be dressed in their competitive attire (this means bodysuits for girls and singlet and shorts or longs for boys).

16.0 Difficulty Sheets

- 16.1 Degree of Difficulty (DD) sheets provided by the OC must be used.
- 16.2 Whenever possible it is preferred that the DD sheets be submitted by email at the requested time.
- 16.3 Clubs/teams must submit their DD sheets to the OC by the start of their assigned training block.
- 16.4 Athletes may not participate in specific warm-up or competition, until their difficulty sheets have been submitted.
- 16.5 Only one difficulty card needs to be filled for a synchro pair.

17.0 Competition Rules

- 17.1 All GCG rules will apply for the competition, except that there will be no finals for synchronized trampoline. In case of a tie at any place after the preliminary round, the GCG Tie Breaker rule shall apply.
- 17.2 Groups in excess of 36 athletes will be split by the median age. There will only be one split per level.
- 17.3 One optional routine shall be completed for all levels of Synchronized Trampoline.

18.0 Team Final Rules

- 18.1 6 Teams compete in each event (TRI, TUM and DMT) of the Event Team Final.
- 18.2 The Provincial / Territorial Teams of each participating province/territory do not automatically participate in each Event Team Final. The Team Event is open to all clubs at the competition as long as they have at least 3 athletes in the event
- 18.3 The top 3 L3 and/or L4 scores, regardless of gender, from the preliminary round will determine the Teams to join each Event Team Final.
- 18.4 The 6 teams will submit their 4 athletes who will compete in the Event Team Final.
- 18.4.1 Team can choose their 4 representatives without hindrance, regardless of gender or level.
- 18.5 Rules During the Event Team Finals:
- 18.5.1 All the Event Team Finals will be fresh start.
- 18.5.2 The draw will be by team and not a random draw.
- 18.5.3 Start order in each round will alternate teams as per FIG.
- 18.5.4 Competition will consist of one free routine/pass per athlete. FIG rules apply.
- 18.5.4.1 Individual Trampoline Team Final
- 18.5.4.1.1 1 routine of 10 with no bonuses, minimums or maximums. DD is awarded as competed.
- 18.5.4.2 Double Mini-Trampoline Team Final
- 18.5.4.2.1 1 pass of 2 elements with no bonuses, minimums or maximums. DD is awarded as competed.
- 18.5.4.3 Tumbling Team Final
- 18.5.4.3.1 1 pass of 8 elements with no bonuses, minimums or maximums. DD is awarded as competed.
- 18.5.5 In each event, the top 3 individual scores from each team will be added to determine the Team Score.
- 18.6 The Aggregate All-Around Team Awards are decided by summing points achieved for ranking in the Event Team Final.
- 1st Place = 6 pts.
 - 2nd Place = 5 pts.
 - 3rd Place = 4 pts.
 - 4th Place = 3 pts.
 - 5th Place = 2 pts.
 - 6th Place = 1 pt.
 - In the event of a tie the winner would be:
 - A.) The team with the highest points given in a single event.
 - B.) If still tied the team with the highest % over the 1st score in their highest pointing event (if the teams were the 1st score then use the 2nd)
 - See example below from actual WCC 2016 results.

Team	DMT	TUM	DMT	Total	1 st Tie Break	2 nd Tie Break
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Name	Rank	Rank	Rank	Points	(Single Event)	(% of 1st)
Exelta	3 rd (4pts)			4 (tied)	3 rd (still tied)	90.9/93.2 = 97.53% (winner)
Thunder Country			3 rd (4pts)	4 (tied)	3 rd (still tied)	87.6/93.5 = 93.69%

19.0 Athlete Dress Code

- 19.1 All GCG rules apply for proper attire for specific and general warm-up and competition.

20.0 Competition Format

- 20.1 All competitive rounds shall proceed in the following manner:
- 20.1.1 At least 15 minutes prior to the start of the event, all judges including difficulty judges and recorders, shall be in place at the judging panel for the purposes of trial scoring, reviewing instructions from the Chair of the Judges Panel, discussing interpretations, etc.
- 20.1.2 Athletes should be called to the marshalling area 10 minutes prior to the start of the competition. On cue, they shall march in, in the competition order, and present themselves before the Chair of the Judges Panel and judging panel at their competition location.
- 20.2 Athletes may at no time approach the judging panel and /or the recorder's table during competition.
- 20.3 Athletes awaiting their turn or flight must remain quiet and considerate of those athletes competing.
- 20.4 Four spotters must be positioned around the trampoline whenever it is in use. The spotters should be appropriately dressed in a team tracksuit or competitive attire. Spotters should be, in the Chair of the Judges Panel opinion, of sufficient size as to be able to render assistance if necessary.
- 20.5 A coach is required at the DMT whenever it is in use. A certified Level 2, or higher, coach is required as a spotter whenever inversion skills are being performed. Spotters should be dressed in team tracksuit or competitive attire.
- 20.6 Standard warm-up time of 30 min run and stretch, with 1 min MINIMUM per athlete (5 minute min) specific warm-up immediately before their flight.
- 20.7 All athletes must receive a minimum of 1 touch on competitive equipment prior to competition immediately prior to their competing.
- 20.8 The schedule must include a 10 minute break for judges anytime a panel exceeds 3 hours.

21.0 Scoring Results

- 21.1 An approved GCG scoring program will be the official scoring program used for this competition.
- 21.2 It is recommended that computers be available for each Judging panel.
- 21.3 The scoring program must be set up to use the GCG Tie Breaker Rule.
- 21.4 All results shall be tabulated and checked and signed by the Chair of the

- Judges Panel, prior to publication and posting.
- 21.5 At a minimum, results must be posted in a neat, presentable format and in a location suitable for viewing by coaches and officials. An additional copy of each set of results shall be made available for each participating club at a specified pick-up location at their request. Only one designated person per club may pick up these results. It is recommended that results are made available electronically at the end of each day. The Host Province has the right to decide to post only to coaches and officials or to make the results available to spectators also. This decision by the Host Province will be respected by all participants.
 - 21.6 The results sheets must provide all of the information required by GCG.
 - 21.7 All preliminary results must clearly indicate the finalists and competitive order for finals.
 - 21.8 All results **MUST** be sent out electronically.

22.0 Schedule

- 21.0 A draft schedule (event outline) should be circulated as soon as possible.
- 21.1 A flight cannot be called later than 8:30pm to ensure the competition will be finished no later than 9:00pm.

23.0 Officials

- 23.1 All provinces must provide qualified judges to the competition. The number of judges required is **24** plus 1 qualified local judge to be available in case a replacement is needed. This will be adjusted if extra panels are required. Minimum qualification to be able to judge at WCC is P3.
- 23.2 Allocation of number of judges per province will be determined from the number of athletes from each province from the previous 2 years with each province providing a minimum of 2 judges if they are sending athletes. This information must be sent out as early as possible.
- 23.3 The previous Host will provide the number of athletes from the prior year to the current host province after the Competition.
- 23.4 The Judging Chairperson of the Host Province will inform the other Provincial Judging Chairs of how many judges they are required to bring. This will be based on the number of athletes attending in the prior 2 years as explained in 23.2. This information will be circulated with Bulletin # 2. It is up to each province to coordinate their required number of judges to attend. Each Province will send their higher certified or experienced judges whenever possible. If a province is unable to meet their quota, they are to contact the Organizing Committee who will use their discretion if they are able to meet the requirements with judges from their province.
- 23.5 The list of the above judges, and their qualifications, must be submitted by the Judging Chair of each province, as part of the entry forms.
 - 23.5.1 Failure to provide sufficient judges, or have those judges named not show up, shall result in a **\$500 fine** per missing judge which will be levied against the PSO.

- 23.6 All judges shall dress in appropriate attire, following the GCG regulations.
- 23.7 The Chair of the Judges Panel will report any infractions to the Meet Director who may then refuse participation to any judge who fails to comply with the dress standards set out above.
- 23.8 There will be three panels at all times except when Synchro trampoline is held when there will only be 2 panels.
- 23.9 Judges are not paid at these championships. However a gift is appropriate. (suggested value \$30 - \$40)

24.0 Certification

- 24.1 Coaches of Trampoline and Double Mini must be fully certified at a Minimum of NCCP 2 Trampoline. Tumbling coaches may be fully certified NCCP Level 2 Artistic or Trampoline.
 - 24.1.1 Upon request, an exemption of 1 year will be granted by their PSO for coaches without proper certification, providing they have a mentor coach available to work with them at the event.

25.0 Floor Marshall

- 25.1 Maintain a positive competitive environment, free of horseplay, distractions, and hazardous activities.
- 25.2 Control and limit access to the competition floor to only competing athletes, officials, coaches, and meet volunteers.
- 25.3 Attempt to keep the competition on schedule.
- 25.4 Ensure the smooth flow of events on the competition floor, including warm-ups, march-ins and march-outs, and competitions.

26.0 Equipment Safety review

- 26.1 A basic equipment list should be circulated with bulletin #1
- 26.2 A penalty of \$1000 shall be charged to the PSO of the host province if the event does not meet the minimum requirements by the start of the event. The \$1000 may be used to ensure the equipment is immediately safe (such as renting additional equipment or paying for transportation of equipment from another club). The remainder of the penalty will go to the next hosting province.
- 26.3 A safety committee composed of the Meet Director, Judging Chair and one representative per province must approve all equipment and layout prior to warm-ups. The facility and the equipment must comply with the rules and regulations set by GCG.
- 26.4 Host must consult with the Provincial WCC reps to ensure that the safety of equipment and appropriate layout is as close to the GCG requirements as possible.

27.0 Video

- 27.1 It is the responsibility of the host province to provide video of all rounds of competition, and have the necessary equipment available to properly review

the video.

28.0 First Aid

- 28.1 A first aid location must be provided where athletes, coaches, officials and spectators may receive first aid assistance during all training and competition sessions.
- 28.2 It is not the responsibility of the first aid station to provide taping and bandaging services for chronic injuries. This is the responsibility of the athlete's club.
- 28.3 The organizing committee shall notify the nearest hospital that the competition will take place on specified days.
- 28.4 First aid should be either certified PARAMEDIC or FIRST RESPONDERS due to the risk of neck injuries, Athletic Therapists or Physiotherapists DO NOT QUALIFY as first responders.

29.0 Score Flashing

- 29.1 Each form score and difficulty score must be flashed for each round of competition.
- 29.2 In Synchronized trampoline, the synchro score must also be flashed for each pair of competitors.

30.0 Liability Insurance

- 30.1 It shall be the responsibility of the host province to ensure that adequate insurance is acquired for all parties involved in the event.

31.0 Accommodation

- 31.1 The OC will pre-book a minimum of 80 (eighty) rooms at the specific host hotels. After the established registration deadline, there will be no guarantees offered on availability and/or cost.

32.0 Coaches and Judges Forum

- 32.1 The host province will schedule a meeting during the event to hear feedback from the coaches and judges to take to the Assembly for discussion. Provincial representatives will review the event at the Assembly.

33.0 A Tier system will be used from 2016 onwards to handle increased numbers of athletes as follows:

- i. Tier 1 includes changes that are acceptable for the host to make without consultation with other provinces if the numbers warrant (must notify provinces as soon as possible if any of the Tier 1 methods will be implemented).
- ii. Tier 2 – the Host can propose but must have approval from WCC Technical Committee to implement.
- iii. Tier 3 – For future consideration. See appendix

TIER 1: Host can incorporate without consultation:

- 1. Increase the amount of equipment

2. Delete provincial training blocks
3. Add a day with Bulletin 1

TIER 2: Must have approval from WCC Technical Committee:

1. Eliminate age splits (so this would eliminate amount of finals)
2. Eliminate individual finals for Level 1 and Level 2
3. Eliminate synchro for Level 1 and Level 2

APPENDIX

TIER 3: Future consideration and deliberation:

1. Limit the amount of athletes. A discussion around the subject occurred at the 2016 forum on the philosophy – inclusive/exclusive. The majority at the Forum felt WCC should remain as inclusive as possible, so reducing participants should be a last resort. Out of these discussions a preferred option to be considered if absolutely necessary was:
 - a. Limiting by age (establishing a minimum age).