



APPENDIX 2

HOSTING CHECKLIST

This hosting checklist is developed based on AGF sanctioned events, however it is a good base for all gymnastics competitions.

Volunteer Roles & Responsibilities

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 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.

Admissions, Concessions & Vendors

- Ensure a suitable area has been established for admissions
- Ensure the volunteers have all necessary items needed; float, cash box, POS terminal (AGF) admission items, pens etc – work with AGF to collect items
- Ensure volunteers have all general info that may be asked by guests
- Ensure there are some form of concessions available on-site for guests
- Ensure local vendors to participate throughout the event; work with AGF on their current vendor list to secure annual vendors; share AGF's online vendor application
- Ensure vendors have all necessary items and are set-up in a location that is beneficial for all parties

Announcers

- Announces warm-up rotations and general information
- Introduces clubs during march-in

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.
- SA Sport will provide the equipment and will be on-site to manage and oversee. LOC will need to provide a minimum of 20 adults for both set-up and take-down.

Gym Cleaning

- Provide volunteers to maintain the facility before, during, and after the competition
- Ensure that the facility is thoroughly cleaned overnight; including but not limited to mopping of mats, vacuuming of competition floor, straightening up of judges tables etc.

Hospitality

- Ensure a hospitality area is established for coaches, judges and volunteers; dependent on schedule and length of day this may include up to 3 meals and 2 snack per day



Scoring

- Sportzsoft scoring system is to be used
- Designate one person per program to oversee the scoring system
- Organize results room, including the compilation and distribution of results and rotations; see each program for specific requirements
- Work with Head Judge and on-site AGF personnel for any additional requirements

Protocol

- Delegate personnel to oversee awards, opening and closing ceremonies
- Organize an announcer for each session to read out awards; ensure they are aware of the special awards, specific Club names and follow the script provided by AGF
- Arrange a minimum of one presenter and one helper to hand out the awards for each session. The presenter is usually a member of the prominent member of the host community, gym club member or AGF Board member. The helper is usually a host club athlete in their gym track suit
- Organize medals/ribbons as per results provided from the floor
- Host club must count and keep track of all medals and ribbons and provide an account breakdown when being returned to the AGF office.

Communications

- Designate one individual to oversee social media posts leading into and during the event; AGF will give this person access to their accounts for posting; can include more than one person if easier but should be overall coordinated by one person; Social media plan provided by AGF will outline platforms, frequency of posts, guidelines etc.
- Work with AGF to develop a poster for distribution as required; will include an electronic version that can be distributed through schools etc.
- AGF will work with the committee to provide specific messaging for use at local media outlets
- Live web broadcasting will be discussed at the beginning of the event to determine value and budget restraints

Décor

- Designate one individual to oversee the overall look and feel of the event

Floor Manager

****This position is very key to a successfully run event. Should be someone very familiar with competitions, strong and decision oriented. Tasks below should be divided up but should be ultimately overseen by one person.**

- Coordinates athlete March-in
- 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)
 - Flash Boards for All Events (Start Value Cards)



- Kleenex
- Garbage Cans
- Stopwatches:

WAG	MAG	MAG	T&T	ACRO
Beam - 2	Floor – 1	Pommels - 1	Trampoline	Floor - 3
Floor - 2	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 floor volunteers and ensures all positions, timers, score flashers etc. have been filled and well trained. Ensures a list of volunteer responsibilities is at the judging tables
- 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
- Ensures the score sheets for each event are photocopied and displayed for view by coaches after each rotation

Competition Schedule

AGF will develop the event schedule in conjunction with the committee and current AGF policies and procedures as it pertains to that discipline.

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.