

# Gymnastics Queensland Event Structure 2004

## Major State Events

MAG Senior States	WAG Pacific Alliance Trial	WAG Junior States
MAG Junior States	WAG Senior States	RG Senior States
TRP State Age/Open		

Gymnastics Queensland will have full responsibility for the major state events listed above for 2004.

## **ROLES AND RESPONSIBILITIES**

### **Gymnastics Queensland**

- Reminder notice of closing date for competition entries two months prior to the event.
- A provisional work order will be issued 5 weeks prior to the event.
- Receipt and processing of all entries and monies for the event.
- Reminder notice of provisional and definitive closing dates for entries one week prior to this date.
- The distribution of all work orders and draws for the event one week following the close of entries.
- In conjunction with State Judging Co-ordinator for relevant gymnsport the allocation of judging panels and the distribution of this information, to all parties, two weeks after the close of entries.
- Organise all medals, trophies and certificates for the event.
- Supply a scoring program for the event.
- Results will be loaded onto the GQ web site within 48 hours of the events completion.
- Payment of judges will be made on the completion of the relevant sessions of competition.
- Judges catering
- The Gymnastics Queensland contracted photographer will handle all event photography.
- The production of an event T-shirt
- All Gymnastics Queensland preferred suppliers will be entitled to have a trade display at the event, and will liaise directly with Gymnastics Queensland.
- The promotion and sponsorship of the event
- All other administrative matters with relation to the running of the event.
- Supply a Physiotherapist for the event and cover all financial cost involved with this service.
- Supply up to date fist aid equipment.
- To supply a venue that is suitable to host such an event.
- To supply sufficient volunteers to run the event.  
E.G \* Floor Marshal  
\* Scorers

- \* Flashers/Runners
- \* Music Operator
- \* Announcer
- \* Door Personnel
- \* Computer Scorer

And any other personnel that are deemed to be required for the successful hosting of the event.

- Supply a dedicated first aid area.

## **Category One Event**

MAG Queensland Clubs	Cheerleading States
WAG Level 3 State Clubs	AERO States
WAG Queensland Clubs	TRP State Levels
WAG Border Challenge	ACRO States
RG Junior States	ACRO Qld Cup

Listed above are the Category One events for 2004. For the running of a Category One event all administrative issues will be dealt with by the staff of Gymnastics Queensland. This includes the work order, all contact with competing clubs etc. Any club is allowed to tender to host a category one event if they meet the criteria to host such an event as set out by Gymnastics Queensland. The responsibility of the host club is to supply the venue for the competition and the volunteers to run the event. The host club will be entitled to all monies raised from spectator entry fees and canteen sales. Gymnastics Queensland will pay the host club a predetermined percentage of the gross profit.

### **ROLES AND RESPONSIBILITIES**

#### **Gymnastics Queensland**

- Reminder notice of closing date for competition entries two months prior to the event.
- A provisional work order will be issued 5 weeks prior to the event.
- Receipt and processing of all entries and monies for the event.
- Reminder notice of provisional and definitive closing dates for entries one week prior to this date.
- The distribution of all work orders and draws for the event one week following the close of definitive entries.
- In conjunction with State Judging Co-ordinator for relevant gymnsport the allocation of judging panels and the distribution of this information, to all parties, two weeks after the close of entries.
- Organise all medals, trophies and certificates for the event.
- Results will be loaded onto the GQ web site within 48 hours of the events completion.
- Payment of judges will be made on the completion of the relevant sessions of competition.
- Judges catering.
- The Gymnastics Queensland contracted photographer will handle all event photography.
- The production of an event T-shirt
- All Gymnastics Queensland preferred suppliers will be entitled to have a trade display at the event, and will liaise directly with Gymnastics Queensland.
- Organise promotion and sponsorship of the event.
- All other administrative matters with relation to the running of the event.
- Supply a Physiotherapist for the event.
- Supply up to date fist aid equipment.

## **ROLES AND RESPONSIBILITIES**

### **Host Club**

- To supply a venue that is suitable to host such an event, at no cost
- To supply sufficient volunteers to run the event.

E.G

- \* Floor Marshal
- \* Scorers
- \* Flashers/Runners
- \* Music Operator
- \* Announcer
- \* Door Personnel
- \* Computer Scorer

And any other personnel that are deemed to be required for the successful hosting of the event.

- The provision of canteen facilities will be at the discretion of the host club.
- The Host Club must meet the minimum Gymnastics Queensland Insurance requirements
- The Host Club is required to supply a dedicated first aid area.
- To supply an Events Report detailing how the event was conducted, audience numbers etc. to Gymnastics Queensland with in five working days following the completion of the event.

### **Financial breakdown Category One Event**

- Host club payment will be 15% of **gross** income
- Gymnastics Queensland will be entitled to 85% of **gross** income
- The host club is entitled to all revenue raised by admission fees based on a fee structure determined by Gymnastics Queensland.
  - Adult/Session - \$15.00
  - Child/session - \$10.00 (15 years and under) Under 3 years free
  - Adult/day - \$30.00
  - Child/day - \$20.00 (15 years and under) Under 3 years free
- The provision of canteen facilities will be at the discretion of the host club and all revenues raised by this facility will be at the benefit of the host club.
- Payment to the host club for hosting the event will be as follows.
  - 50% of host club payment will be issued two weeks prior to the event.
  - 50% of the host club payment will be issued two weeks following the completion of the event. Dependent upon the receipt of all relevant paperwork, including report on conduct of event, including a breakdown of audience attendance, to Gymnastics Queensland's Events Co-ordinator.

## **Category Two Event**

MAG Junior Regionals	RG Multiples Trials
WAG Senior Regionals	AERO Regionals
WAG Junior Regionals	TRP Qualifiers
WAG Team Challenge	ACRO Regionals
RG Level 1-3 Carnival	ACRO Qualifiers

A Category two event is an event that is a selection trial for athletes to qualify to compete at a category one event. For the running of a category two event Gymnastics Queensland will deal with the receipt of all entry fees, and the coordination of the event. The host club will be responsible for the organisation of work orders, the co ordination of volunteers, etc. Any club is allowed to tender to host a category two event if they meet the criteria to host such an event as set out be Gymnastics Queensland. The host club will be entitled to all monies raised from spectator entry fees and canteen sales. Gymnastics Queensland will pay the host club a predetermined percentage of the net profit for the joint promotion of the event.

### **ROLES AND RESPONSIBILITIES**

#### **Gymnastics Queensland**

- Reminder notice of closing date for competition entries two months prior to the event.
- Receipt and processing of all entries and monies for the event.
- To have all entries processed and forwarded to the host club by the following Monday after close of definitive entries.
- The distribution of all work orders and draws for the event one week following the close of definitive entries.
- In conjunction with State Judging Co-ordinator for relevant gymnsport the allocation of judging panels and the distribution of this information, to all parties, two weeks after the close of entries.
- Organise all medals, trophies and certificates for the event.
- Results will be loaded onto the GQ web site within 48 hours of the events completion.
- The GQ contracted photographer will handle all event photography.
- All GQ preferred suppliers will be entitled to have a trade display at the event, and will liaise directly with Gymnastics Queensland.
- The promotion and sponsorship of the event will be the responsibility of Gymnastics Queensland in conjunction with the Host Club.

### **ROLES AND RESPONSIBILITIES**

#### **Host Club**

- To supply a venue at no cost that is suitable to host such an event.
- To supply sufficient volunteers to run the event.  
E.G
  - \* Floor Marshal
  - \* Scorers
  - \* Flashers/Runners
  - \* Music Operator
  - \* Announcer

- \* Door Personnel
- \* Computer Scorer

And any other personnel that are deemed to be required for the successful hosting of the event.

- Payment of judges will be the responsibility of the Host Club and will be made on the completion of the relevant sessions of competition. (Documentation detailing this payment will have to be supplied to Gymnastics Queensland)
- The distribution of all work orders and draws for the event one week following the close of entries. (All such documentation must be reviewed by Gymnastics Queensland before the distribution of documents to the community)
- Catering for judges will be the responsibility of the host club.
- The provision of canteen facilities will be at the discretion of the host club.
- To supply to Gymnastics Queensland an electronic set of results 24hrs following the completion of the event.
- To supply an Events Report detailing how the event was conducted, audience numbers etc. to Gymnastics Queensland within five working days following the completion of the event.
- The Host Club must meet the minimum Gymnastics Queensland Insurance requirements.
- The host club is to supply a physiotherapist for the event and cover all financial cost involved for this service.
- The host club is required to supply a dedicated first aid area and up to date first aid equipment.

### **Financial breakdown Category Two Event**

- Host club payment will be 60% of gross income
- GQ will be entitled to 40% of gross income
- The host club is entitled to all revenue raised by admission fees based on a fee structure determined by Gymnastics Queensland.
  - Adult/Session - \$7.00
  - Child/session - \$5.00 (15 years and under) Under 3 years free
  - Adult/day - \$15.00
  - Child/day - \$12.00 (15 years and under) Under 3 years free
- The provision of canteen facilities will be at the discretion of the host club and all revenues raised by this facility will be at the benefit of the host club.
- Payment to the host club for hosting the event will be as follows.
  - 50% of host club payment will be issued two weeks prior to the event.
  - 50% of the host club payment will be issued two weeks following the completion of the event. Dependent upon the receipt of all relevant paperwork to Gymnastics Queensland's Events Co-ordinator.

## **Category Three Event**

A Category Three Event is an event that is run as a stand alone levels test. For a stand alone levels test Gymnastics Queensland will deal with the receipt of all entry fees, and the coordination of the event. The host club will be responsible for the organisation of work orders, the co ordination of volunteers, etc Any club can tender to host such an event if they meet the criteria to host such an event as set out be Gymnastics Queensland.

### **ROLES AND RESPONSIBILITIES**

#### **Gymnastics Queensland**

- Reminder notice of closing date for competition entries two months prior to the event.
- Receipt and processing of all entries and monies for the event.
- Reminder notice of provisional and definitive closing dates for entries one week prior to this date.
- To have all entries processed and forwarded to the host club by the following Monday after close of entries.
- In conjunction with State Judging Co-ordinator for relevant gymsport the allocation of judging panels and the distribution of this information, to all parties, two weeks after the close of entries.
- Gymnastics Queensland will be responsible for all participation certificates for the event.
- Results will be loaded onto the GQ web site within 48 hours of the events completion.

### **ROLES AND RESPONSIBILITIES**

#### **Host Club**

- To supply a venue at no cost that is suitable to host such an event as stipulated by the club 10 guidelines.
- To supply sufficient volunteers to run the event.
  - \* Floor Marshal
  - \* Scorers
  - \* Flashers/Runners
  - \* Music Operator
  - \* Announcer
  - \* Door Personnel
  - \* Computer Scorer
- Payment of judges will be the responsibility of the Host Club and will be made on the completion of the relevant sessions of competition. (Documentation detailing this payment will have to be supplied to Gymnastics Queensland)
- The distribution of all work orders and draws for the event one week following the close of entries. (All such documentation must be reviewed by Gymnastics Queensland before the distribution of documents to the community)
- The provision of canteen facilities will be at the discretion of the host club.
- To supply to Gymnastics Queensland an electronic set of results 24hrs following the completion of the event.

- To supply an Events Report detailing how the event was conducted, audience numbers etc. to Gymnastics Queensland with in five working days following the completion of the event.
- The Host Club must meet the minimum Gymnastics Queensland Insurance requirements
- Catering for judges will be the responsibility of the Host Club
- The host club is to supply a level one accredited sports trainer for the event and cover all financial cost involved for this service.
- The host club is required to supply a dedicated first aid area and up to date first aid equipment.

### **Financial breakdown Category Three Event**

- Host club payment will be 60% of **gross** income.  
Gymnastics Queensland will be entitled to 40% of **gross** income.
- The host club is entitled to all revenue raised by admission fees
  - Adult/Session - \$5.00
  - Child/session - \$3.00 (15 years and under) Under 3 years free
- The provision of canteen facilities will be at the discretion of the host club and all revenues raised by this facility will be at the benefit of the host club.
- Payment to the host club for hosting the event will be as follows.
  - 50% of host club payment will be issued two weeks prior to the event.
  - 50% of the host club payment will be issued two weeks following the completion of the event. Dependent upon the receipt of all relevant paperwork to the Events Co-ordinator.

## **Category Four Event**

A Category Four Event is a level test that is run in conjunction with a club invitational event. The host club of an invitational competition with a levels test component will be responsible for the receipt of all monies and all administrative matters to do with the running of the event. Any club can tender to host such an event.

### **ROLES AND RESPONSIBILITIES**

#### **Gymnastics Queensland**

- In conjunction with State Judging Co-ordinator for relevant gymsport, along with host club, the allocation of judging panels.

### **ROLES AND RESPONSIBILITIES**

#### **Host Club**

- To supply a venue that is suitable to host such an event.
- The host club is to receipt all monies in relation to levels test run in conjunction with invitational competitions. Upon the receipt of all relevant information and monies from the host club, two weeks following the close of entries, Gymnastics Queensland will supply all relevant levels badges for the event. One week after the completion of the event the host club is required to supply a full reconciliation of badges used against the names of the athlete's levels testing. All badges not accounted for will be charged to the host club at a cost of \$50 per badge
- The distribution of all work orders and draws for the event one week following the close of entries.
- The distribution of judging panels to all parties, two weeks after the close of entries.
- Catering for judges will be the responsibility of the host club.
- The provision of canteen facilities will be at the discretion of the host club.
- The host club will be responsible for all medals, trophies and certificates for the event.
- Payment of judges will be the responsibility of the host club. Documentation detailing this payment will have to be supplied to Gymnastics Queensland
- All vendors associated with Gymnastics Queensland may be entitled to have a trade display at the event, at the discretion of the host club.
- The promotion and sponsorship of the event will be the responsibility of the host club.
- The Host Club must meet the minimum Gymnastics Queensland Insurance requirements
- The host club is to supply a level one accredited sports trainer or physiotherapist for the event and cover all financial cost involved for this service.
- The host club is required to supply a dedicated first aid area and up to date first aid equipment.

- To supply an Events Report detailing how the event was conducted, audience numbers etc. to Gymnastics Queensland with in five working days following the completion of the event.

#### **Financial breakdown Category Four Event**

- The host club is entitled to all entry fees in relation to invitational component of competition.
- The host club is to send levels test component of entry fees to Gymnastics Queensland two weeks prior to competition.

## **Category Five Event**

A category five event is an event, such as an invitational competition that can be held by any club. All matters to do with such an event are the responsibility of the club hosting the event. Gymnastics Queensland, as a courtesy to all member clubs will add such an event to its yearly competition calendar for the purpose of promotion of the event.

**Job Title: Flasher/Runner****Description:**

The role requires a reliable person (often a youth is suitable) who is available for the entire session and able to move about the competition area without causing disturbance or interfere with the running of the competition. The *Flasher/Runner* must remain at the allocated judges table for the entire session and remain seated unless flashing scores or delivering score cards. In the event that the *Flasher* needs to leave the judges table or the competition floor area, permission must be sought from the Head Judge located at their table.

The *Flasher* is required to firstly show the score in the direction of the competitors and coaches seated at that apparatus, and ensure that the relevant coach / competitor has sighted it. The score board is then to be rotated in a slow manner in a full circle to ensure all spectators and officials have sighted it.

The *Flasher* must be familiar with the scoring equipment before the commencement of the competition, and will be required to attend a briefing with the Floor Manager on the use of the score boards.

The *Flasher* is required to wear appropriate attire including footwear, and is often dressed in the shirt of the Host Club or the specific Event Shirt.

At the completion of a routine the Flasher/Runner will be issued with a score for the routine by the averager and is required to display the score to the crowd on the score board supplied. At the completion of each apparatus rotation, the *Flasher/Runner* must collect the official score sheets from each judges table for the apparatus they have been allocated, and present them to the Referee Judge. Once the Referee Judge has viewed the score sheets, the *Flasher/Runner* is to deliver them to the computer operator who enters the scores into the database.

The *Runner* is not permitted to hand over the score sheets to other persons on the competition floor or persons on the way to the officials room (this includes team officials and coaches).

The *Runner* is required to wear appropriate attire including closed in footwear.

**Job Title: Music Operator****Description:**

The role requires an attentive and reliable person who is familiar with the operation of the venue sound system. The *Music Operator* is responsible for providing:

- the March On Music at the commencement of the session
- The organisation of all routine Music for each competitor on the Floor Apparatus
- Background music for when there are no competitors on the floor apparatus (if applicable)
- the March On Music before presentations after final rotations

The Announcer will request that all coaches supply their gymnasts' music to the *Music Operator*. The *Music Operator* is required to arrange the supplied music in the order that will be played during competition. A list of the rotation order and gymnasts' competition order will be supplied to the *Music Operator* by the Floor Manager. The *Music Operator* is to advise the Floor Manager of any 'missing' music, as well as when all music has been received. Some music may be labeled 'quiet' or 'please turn up', this would indicate that the music starts softly or is quieter than other music and should be sound tested before the gymnasts march on.

During competition the *Music Operator* must remain attentive, and have view of the Floor area and Judge. When called by the Head Judge, the gymnast will walk onto the Floor and position themselves into their starting pose – it is at this point that the gymnasts' music should be played. In the event that the gymnast stops performing and leaves the floor in the first few moments, the music should be stopped as the gymnasts' action would indicate a problem with the music. The coach would then approach the *Music Operator* and assist in correcting the problem. If the gymnast completes their routine before the music has stopped, the music should be played to the end and not cut off abruptly

At the completion of the competition the coaches will collect their gymnasts' music from the *Music Operator*, the Floor Manager should be notified if any music remains unclaimed.

The *Music Operator* is required to wear appropriate attire including closed in footwear. Often the *Music Operator* is not within view of the spectators, but should still be dressed as part of the Competition Officials Team.

**Job Title: Announcer**

**Description:**

The role requires a clear spoken, confident speaker who is available for the entire duration of the competition.

The Floor Manager will, before the commencement of the competition, provide the *Announcer* with the following details for each session:

- List of judges
- List of attending clubs
- List of rotations
- List and order of competitors on the Floor Apparatus
- List of special guest presenters
- List of thank-you's - judges/gymnasts/coaches/volunteers/admin/host club

The *Announcer* will be required to do the following for each session:

- Announce the start of general warm-up for competitors if warm-up is conducted on the competition floor area
- Ask for all floor music to be handed into the Music Supervisor
- Announce the location of the judges and coaches meeting when advised by the Floor Manager
- Welcome all present  
("Ladies and Gentlemen, on behalf of Gymnastics Queensland and Host Club xxxxxx Gymnastics Club, I would like to welcome you to the 2003 Women's Artistic Gymnastics Junior State Championships. Please make welcome the judges for today's event, on Vault .....  
And now, please help to make welcome the stars of today's event, the gymnasts)
- Introduce each Club competing in that session
- Ask the crowd to stand for the National Anthem if it is the first session of each day of competition
- Advise the gymnasts to move to their first apparatus – as per the provided rotations sheet
- Announce the Competitor on Floor Apparatus  
(Please make welcome to the Floor Apparatus, from xxxxxx Gymnastics Club – Childs' Name)
- Announce the end of the rotation and advise competitors to move to their next apparatus as per the provided rotations sheet
- Announce the end of competition, advise the competitors that they may leave the competition floor
- Ask gymnasts to assemble for the presentation march on
- Welcome the gymnasts back onto the floor
- Announce the sponsors for the session if applicable
- Introduce the presenters or guest presenters
- Announce the winners of the awards for the days competition
- Announce the name of those who have passed their levels test if applicable
- Thank the judges, volunteers, spectators, Host Club / organisers, sponsors coaches and gymnasts

**Job Title: Averager / Scorer****Description:**

The role requires an efficient and reliable person, preferably an adult, who is familiar with the concept of averaging and has clear writing. Often the roles of both *Averager* and *Scorer* are performed by the same person. The *Averager/Scorer* is required to remain at their designated judges' table for the entire session.

On completion of the gymnasts' routine, the Head judge will sight the execution deductions by each judge and pass them to the *Averager/Scorer*. The *Averager/Scorer* will record these deductions on the official score sheet and calculate the average deductions as directed by the Head Judge or Floor Manager before the commencement of the first rotation. The Head Judge will also advise the *Averager/Scorer* of the gymnasts' start value and composition deductions. The final score is then written on a separate piece of paper and passed to the Flasher who will display the score to the competitors and spectators.

At the completion of the rotation, the *Averager/Scorer* then passes the score sheet(s) to the Head Judge who signs the sheets and then passes them back to the *Averager/Scorer* who holds the score sheets until they are collected by the Runner.

**Job Title: Door Personnel****Description:**

This role requires a person who is capable with the handling of money and the calculation of change.

Door Personnel are responsible for the collection of admission fees and the monitoring of who is entering and leaving the complex. Door Personnel are required for the entire session. Door Personnel are also responsible for the merchandising of the event T-shirt where applicable.

The *Door Personnel* are required to wear appropriate attire.

**Job Title: Floor Marshall**

**Description:**

The Floor Marshall needs to possess good communication skills and a strong ability in time management.

The Floor Marshall is responsible for the overseeing of the entire event. The Floor Marshall is responsible for liaising with all other personnel and ensuring that they are fulfilling their job requirements as needed. It is the responsibility of the Floor Marshall to ensure that the competition is run to schedule. It is also the responsibility of the Floor Marshall to organise the athletes' and judges' for march on and to organise the athletes' for medal presentation.

The Floor Marshall is required to dress appropriately for this position of importance.

**Job Title: Computer Scorer**

**Description:**

The *Computer Scorer* needs to be computer competent, however training will be provided on the use of the relevant scoring program.

The *Computer Scorer* is required to get the original judges' score sheets and accurately enter into the computer the scores from these sheets. At the end of the session the *Computer scorer* is required to cross check all scores before medal presentation.

The *Computer Scorer* is required to wear appropriate attire.