



How to Host an Rhythmic Gymnastics

1 FACILITIES:

- Large gym
- Area with electrical
- Washrooms / Locker Change Rooms
- Wheelchair Accessibility
- Medical Area (with signage)
- Parking (Team Bussing and Volunteer Space)

2 VENUE REQUIREMENTS

- Large mats
- Practice area and competition area

3 NECESSARY EQUIPMENT

- *Sporting Equipment should be provided by each club but some spares is always nice.
- *Ropes
- *Hoops
- *Balls (rubber or synthetic material)
- *Clubs
- *Ribbons
- Judging table and chairs
- Score sheets
- Pens/ Pencils
- Green Flag
- Stereo System

4 ADDITIONAL EQUIPMENT

- Seating for spectators
- Seating for volunteers
- Sound system – to play music for routines
- Identifiable safety vests for volunteers/officials
- Results Board/Area (Large – preferably for coach access only)
- Photocopier access (High-speed preferably)
- Medals/Ribbons
- Podiums (if available)
- Garbage and Recyclable Bins
- Signage – Make sure each area is clearly marked, with directional arrows where needed, specific where spectators are and are not allowed access.

5 OFFICIALS

- **Comp Convener or Manager (Sport Manager)** - Organizes all sport specific aspects of meet. Finds and books venues.
- **Non-Sport Manager** – Organizers all non-sport related aspects of the competition.
- **Sub Committee**
 - Looks after volunteers – all aspects of comp (medals, food, medical etc.)
 - Head Officials
 - Facility Management – person who volunteers or works at venue
 - Safety – Oversees security and prepares an Emergency Action Plan

6 GENERAL

- **Announcer** (1-2) – to call athletes to marshaling area for a given event. To announce awards as presented.
- **Statisticians/Results** (1) – Collect scores and results
- **Venue Volunteers** – Security (Washrooms and where needed)

7 OFFICIALS

- **Judge** (2-3)
- **Marshallers** (2-4) – Help guide athletes from practice area to competition area

8 AWARDS

- 2 people to prepare awards, designate presenters.
- Marshallers (2-3) – to assist with marshalling athletes to and from award area.
- Announcer – to announce all awards as needed

9 MEDICAL

- 1-2 people with a background in emergency first aid and CPR
- Chair / cot where possible
- First aid kit

10 MEALS

- Venue large enough to hold all team members / volunteers etc.
- Wheelchair Accessible
- Washrooms
- PA System (in case announcement need to be made)
- Close to sport venue when possible
- Ensure meals are suitable for all in attendance (note dietary/allergy needs)
- Healthy Meals when possible
- # of volunteers needed will depend on # of individuals responsible for during meals

11 SOCIAL

- DJ or equivalent with appropriate clean lyric music provided
- Space is large enough for all attendees
- Washrooms
- Wheelchair Accessible
- Access to water (either fill station provided, or teams asked to bring their own)
- Note if appropriate indoor footwear is required
- Supper then dance/medals (simple transition from one to the other)

NOTES / EVENT FEEDBACK

[illegible]
