



Rhythmic

# **Rhythmic Gymnastics**

# **Guide for Competition Organisers**

This handbook is intended as a guide for competition organisers. If the competition has been sanctioned by GymSports NZ, the GymSports NZ guidelines for sanctioned qualifying competitions need to be read in conjunction with this handbook.

## **VENUE**

When booking a venue for a rhythmic gymnastics competition, please bear in mind the following requirements:

- Competing area space minimum 14m x 14m
- Ceiling height minimum 10-12m
- Warm-up area (ideally a warm up room, plus a pre competition warm up area)
- Adequate changing room facilities to accommodate participating gymnasts.
- Area for judges' refreshments/meetings
- Seating for spectators.

## **EQUIPMENT**

The following equipment is required:

- Competition Mat
- Warm up Mats: preferably a full floor area, particularly for Levels 7+ but 2-3 strips of mat are sufficient for levels 1 – 3.
- Sound system, speakers and microphone, including a CD player that plays CDs recorded by computer
- Tables and chairs for judges (with table cloths)
- Table and chairs for music/announcer
- Table and chairs for results personnel
- Podium for medal ceremony
- First aid kit.
- Extension leads for results table and sound system
- Laptop and printer for results
- Scoreboard – this can be electronic or manual
- Judges' flags (for signalling to announcer)
- Execution Slips (these can be purchased via GSNZ or plain cut up paper is sufficient)
- Artistry recording sheets (these can be purchased via GSNZ but plain cut up paper is also sufficient – although this should be a different colour to the execution slips)
- Water jugs and glasses for judges tables
- Containers for music CDs
- Box for each club (to put results, CDs, difficulty sheets, etc in)
- March on music (if required) and music for warm ups

## **ENTRIES**

Information about the competition, and entry forms, should be sent out to clubs at least 8 weeks prior to the event. It is advisable to ask for entry forms to be returned no later than 4 weeks prior to the event.

## **JUDGING PANELS**

The judging panels for the event should be set by a Level 3 judge in accordance with the guidelines in the RG Handbook. For a sanctioned event, these should be approved by the NZ Judging Co-ordinator in advance of the competition.

If there are not sufficient judges coming to the competition, it may be necessary to invite other judges, in which case flights, accommodation, etc should be arranged for the invited judge(s).

## **TIMETABLE**

The gym must be set up and available for athletes competing in the first session to stretch and warm up at least one hour before the start of session one.

Each session requires a warm up time on the competition floor of 15-20 minutes depending on time available. You need to schedule morning and afternoon tea breaks of 15-20 minutes and a lunch break of at least 30minutes at appropriate times throughout the event.

### **Competition sessions:**

#### One panel of judges

Level 1-2 allow 2 minutes per routine

Level 3-6 and stage 3 allow 2.5 minutes per routine

Level 7-10 stage 4, junior and senior allow 3.5 minutes per routine

Groups allow 5 minutes per showing

#### Two panels of judges

Level 1-2 allow 1.5 minutes per routine

Level 3-6 and stage 3 allow 1.5 minutes per routine plus 10-15 extra minutes added to the end of the session

Level 7-10, stage 4, junior and senior allow 1.5 minutes per routine plus 15-20 extra minutes added to the end of the session

Groups allow 3 minutes per showing

Sometimes you may have 1 and a half panels of judges which will require you to set times somewhere between the above session allowances.

It is important that you set the timetable in consultation with the head judge.

The timetable should be provided to all competing clubs at least one week prior to the competition.

## **FORMAT OF COMPETITION**

- If time permits, an official March On can take place at the start of each session.
- Competitions may run up to 30 minutes early. However, this should be stated in the timetable and programme.
- No session should last longer than 3 hours.

## **RESULTS**

If anyone wishes to use it, a results computer programme is available from the SDC.

## **PRIZE GIVING**

Prizes can be awarded either at one ceremony at the end of the competition, or after each session. There is no set format for a prize giving but competition organisers may like to consider awarding participation certificates, apparatus certificates, overall certificates, medals, trophies, etc.

## **PERSONNEL**

### **Floor Manager**

The floor manager is responsible for the smooth running of the event and undertakes the following responsibilities:

- Advise head judge, music and announcer of any gymnast scratchings
- Ensure warm up timetable is adhered to
- In conjunction with head judge, make timetabling changes on the day if sessions are not running to time
- Ensure that parents, spectators and children are kept well away from the warm-up area and competing mat at all times (a friendly but firm approach is best in these circumstances)
- Ensure that all other personnel are in place at the appointed time

The floor manager should arrive at least 30 minutes prior to the start of the competition each day and remain at the venue until the last gymnast/coach has left.

## **Announcer**

When the head judge signals for the next gymnast to present on the floor, the announcer is responsible for announcing her name. (Ensure that the gymnast is called immediately when the judge signals to avoid wasting time.) The announcer should cross off names on a programme as gymnasts are presented for their routines. The announcer should arrive at least 15 minutes prior to the start of the session in order to become familiar with name pronunciations, check if there are any withdraws etc.

## **Music**

The person responsible for music should arrive at least half an hour prior to the start of the session in order to sort the music into competitor order. When the gymnast moves onto the floor, she will take a few seconds to move into her start position. The music should not be started until the gymnast has settled into her start position.

If the music does not start, or stops during the gymnast's routine, the person responsible for music should await instructions from the head judge.

## **Score Runners**

One or two (depending on the venue layout) score runners are required to take the results between judges and on to the results personnel.

## **Results**

At least two people are required to enter the results. On receipt of the scores from the judges, one person reads these out, whilst the other enters them into the computer. The person who enters the results should then read them back to the other person to ensure they have been correctly entered. Those entering results need to be proficient in the use of the computer programme being used.

## **Scoreboard**

Depending on the type and location of the scoreboard, someone may be required to either manually put up the score or enter it onto a computer (although this may be done by the results personnel). In this event the score runners will provide the scoreboard personnel with the score to be displayed.

## **Certificates**

If certificates are to be given out, someone will be required to prepare these (either by hand or on a computer). Participation certificates can be prepared ahead of time, but all other certificates need to be created throughout the competition in readiness for prize giving.

## **Other**

Competition organisers may also like to give consideration to using marshals (to ensure gymnasts are ready to compete), door personnel (to collect money, sell programmes, etc),

## **DISPUTES**

In the event of a dispute (concerning scores, running of competition, etc) the correct process is for the coach to approach the head judge through the floor manager. Under no circumstances should gymnasts/parents take disputes to any other competition personnel.

## **REFRESHMENTS**

Judges should be provided (free of charge) with morning and afternoon tea, lunch and if the competition is running into the evening, dinner.

Where the venue permits, competition organisers may also like to consider operating a canteen as a fundraiser.

## **GENERAL**

- Gymnasts are only permitted to return to their parents once they have fully finished competing.
- Under no circumstances are parents allowed to put their own child on to compete.

## **AFTER THE EVENT**

If the competition is sanctioned as a qualifier, after the event the results and final judging panels should be sent to GymSports NZ for the attention of the Events Manager.