



Gymnastics
Western Australia

COMPETITION VOLUNTEERS

Roles and Responsibilities



Department of
Sport and Recreation



FLOOR MANAGER



Gymnastics
Western Australia

RESPONSIBLE TO: GWA Events Coordinator

Major Duties:

The Floor Manager will be in charge of co-ordination of all floor personnel and all activities on the competition floor.

The Floor Manager is also responsible for overseeing the activities of the Announcer, Music Coordinator, Scoring Personnel and Marshalls.

Roles and Responsibilities

1. In charge of the field of play.
2. Meet and greet competition volunteers.
3. Ensure the equipment set up is ready for the competition.
4. Establish which system the competitors' music is being played on and inform the Music Co-ordinator accordingly.
5. Set up and collect all paperwork that is required for the competition.
6. Set up awards and organise presentations.
7. Ensure the competition floor remains neat and tidy.
8. Ensure that all athletes register with their coaches at the commencement of registration, and any withdrawals are recorded on the Work Plan.
9. Ensure the judges' sign in sheet is placed in the Judges Meeting Room.
10. Coaches are required to sign in at the Spectator Entry point. It is not the Floor Manager's role to ensure the coaches and or their mentors have signed in at the event.
11. Ensure unauthorised personnel are promptly removed from the competition floor.
12. Ensure the competition adheres to the Work Plan.
13. Ensure that the flashing of scores is conducted effectively.
14. Be fully aware of emergency procedures and convey necessary information as required.
15. Liaise between the Announcer and the Head Judges during the course of the session.
16. Completion of all documentation regarding the Event Report form, Incidents and Injury Report Forms.

Requirements

- Arrive at the competition venue 30 minutes prior to the competition session registration time.
- Report to the Events Coordinator or the Floor Manager currently overseeing the session in progress.
- Must be 18 years or over.
- Must have attended the Floor Manager's Course.
- Behave in a responsible manner and have good communication skills.
- Dress neatly and wear the required uniform.
- At the completion of the competition session;
 - Collect and file the required GWA documentation in the Completed Competition Papers folder.
 - Complete an Event Report form.

FLOOR MANAGER



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Requirements at the Completion of the Event

- Place the Completed Papers folder (per session) in the Competition Box.
- Organise judges to pack up all judging equipment, including laptops, tables, chairs and tablecloths.
- Organise coaches (or nominated club for RG) to pack away all additional tables and chairs, and tidy the competition venue.
- Lock all event equipment (printers, laptops, competition box etc) in the GWA Board Room.

Other Information

- Volunteers are requested to turn off their mobile phones throughout the competition. Mobile phones interfere with the PA equipment.
- Volunteers are required to have no communication with the competitors unless it is in an official capacity.
- Volunteers may not have accompanied children on the competition floor. Children of volunteers must be supervised off the competition floor by an adult.



ANNOUNCER

RESPONSIBLE TO: Floor Manager

Major Duties:

Assist in the professional presentation of the competition to the public, and relay the Floor Manager's instructions to the gymnasts to ensure the orderly operation of the competition. The Announcer, for the most part, will operate from a formal script, working closely with the Floor Manager to ensure the competition session runs to time.

Roles and Responsibilities

1. Be responsible to the Floor Manager.
2. Liaise with the Floor Manager on all matters pertaining to the competition.
3. Check the pronunciation of all names of competitors and/or officials/VIPs.
4. Be responsible for the announcement of General and Apparatus Warm Up times.
5. Be responsible for the announcement of Emergency Evacuation Procedures.
6. Liaise with the Floor Manager regarding the appropriate timing of sponsorship announcements made during the course of the competition.
7. Liaise with the Floor Manager regarding the script for formal presentations.
8. Liaise with the Music Co-ordinator at all times.
9. Liaise with the Music Co-ordinator and/or Floor Marshall to ensure that athletes are announced onto the Floor at the appropriate time.
10. Watch the judging table for the appropriate flag to commence the competition. Thereafter, ensure that announcements are made once the green flag is displayed.

Requirements

- Arrive at the competition venue at **registration time of the event**.
- Report to the Floor Manager upon registering at the spectator entry point. Behave in a responsible manner and have good communication skills.
- Dress neatly.

Other Information

- Volunteers are requested to turn off their mobile phones throughout the competition. Mobile phones interfere with the PA equipment.
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MUSIC COORDINATOR

RESPONSIBLE TO: Floor Manager

Major Duties:

To co-ordinate and be responsible for all pre-recorded music at all competition sessions, throughout the period of the competition.

- Music –** March On music (all Gymsports)
Background music (all Gymsports)
National Anthem (State Championships only)
Competitor's music –
- WAG: Laptop with competitors music organised in a playlist
 - RG: Laptop with competitors music organised in a playlist
 - AER: Compulsory Music (each club will have 1 CD) OR
Optional Music (each competitor will have a CD)
 - ACR: Laptop with competitors music organised in a playlist

If a playlist is used, the coach should have a copy of each of their athlete's music on a CD if required. Instructions on how to operate both playlists and the GWA sound system for CDs/Ipods are provided at the music station.

Roles and Responsibilities

1. Be responsible to the Floor Manager
2. Be capable of operating an audio system.
3. Liaise with the Floor Manager as to what system is being used to play music, and ensure that the system is working.
4. Where CDs/iPods are used: Accept and organise all CDs/iPods - Individual athlete or club music will be handed in at the music desk at the start of the competition
5. The Music Co-ordinator will check each CD, iPod track or playlist item to determine it is correctly labelled and notify the Floor Manager if it is not.
6. Play the supplied background music prior, during and post competition.
7. Play the supplied march music during the competition. In not using a play list, the CD with March On music can be found in the competition box.
8. Play all the required music during competition session.
9. Liaise at all times with the Floor Manager and Announcer.
10. Liaise with Floor Marshalls and Announcer to ensure athletes are called to the floor at appropriate times.

Requirements

- Arrive at the competition venue **at registration time of the event.**
- Report to the Floor Manager upon registering at the spectator entry point.
- Behave in a responsible manner and have good communication skills.
- Dress neatly.

MUSIC COORDINATOR



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Other Information

- Volunteers are requested to turn off their mobile phones throughout the competition. Mobile phones interfere with the PA equipment.
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- Volunteers may not have accompanied children on the competition floor. Children of volunteers must be supervised off the competition floor by an adult.



SCORING PERSONNEL

RESPONSIBLE TO: Floor Manager / Head Judge

MAJOR DUTIES:

The Scoring Co-ordinator will be required to operate the scoring system, ensuring the competition is scored correctly and efficiently.

Roles and Responsibilities

1. Liaise with Floor Manager regarding scoring requirements
2. Liaise with the Floor Manager to ascertain the most efficient and fast method to have the scores transferred from the Competition Floor to the Scoring Table.
3. Check with the Floor Manager for any withdrawals.
4. Scoring requirements by Gymsport

MAG	WAG	ACR	RG	AER	TRP
<ul style="list-style-type: none"> • Follow the instructions for entering/checking scores that are provided in the Scorer's Folder 			<ul style="list-style-type: none"> • Check the accuracy of the addition of all judges' slips and inform Floor Manager/Head Judge of any errors. • Enter scores into the scoring system. • Where applicable the gymnast name/score may be required to be entered onto a PowerPoint presentation to display. • Full instructions are included in the Scorer's Folder. 		<ul style="list-style-type: none"> • Enter scores into the scoring system

5. When receiving the judge's slips, check that they are filled out completely. The judging slips need to show the following information:
 - Scores
 - Gymnast number
 - Discipline
 - Apparatus
 - Competition type
 - Competition title
6. Check judges sheets for accuracy of averaged scores. Liaise with Head Judge/Jury.
7. TRP: Calculate preliminary scores and advise Floor Marshalls and Head Judge of the order for finals.
8. At the end of the competition, print the required results and handover to Head Judge/Jury for verification prior to presentations.
9. Once the Head Judge/Jury has signed off on the results, they may be handed over to the Floor Manager. These results are placed in a plastic sleeve with all judging score sheets from the session completed.

Requirements

- Arrive at the competition venue **at the registration time of the event.**
- Report to the Floor Manager at the commencement of General Warm Up.

SCORING PERSONNEL



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- Must be 18 years or older.
- Behave in a responsible manner and have good communication skills.
- Dress neatly

Other Information

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RUNNERS



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RESPONSIBLE TO: Floor Manager / Head Judge

Roles and Responsibilities

1. Assisting judges with transfer of scoring slips

Requirements

- Arrive at the competition venue **at the registration time of the event.**
- Report to the Floor Manager at the commencement of General Warm Up.
- Must be 10 years or older.
- Behave in a responsible manner at all times.
- Dress neatly and wear the required uniform.

Other Information

- Volunteers are requested to turn off their mobile phones throughout the competition. Mobile phones interfere with the PA equipment.
- Volunteers are required to have no communication with the competitors unless it is in an official capacity.
- Volunteers may not have accompanied children on the competition floor. Children of volunteers must be supervised off the competition floor by an adult.



FLOOR MARSHALLS

RESPONSIBLE TO: Floor Manager

Roles and Responsibilities

1. Organise athletes to be assembled in club alphabetical order for March On.
2. Responsible to tell the coach the competition order.
3. Ensure competitors are competing on the correct apparatus.
4. Liaise with the Floor Manager
5. Advise Scorers if someone is missing (TRP).
6. Advise clubs and coaches of warm ups in between competition routines when required (TRP).
7. Display athlete number to judges during each competition routine (RG).
8. Advise coaches and competitors of the competition order.
9. Advise coaches and competitors of the order for finals and ensure they compete in this order (TRP only).
10. Prepare the next athlete to be ready to go on the floor / apparatus.

Requirements

- Arrive at the competition venue **at the registration time of the event.**
- Report to the Floor Manager at the commencement of General Warm Up.
- Must be 16 years or over.
- Behave in a responsible manner at all times.
- Dress neatly and wear the required uniform.
- Must not communicate with the competitors except in an official manner.

Other Information

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- Volunteers are required to have no communication with the competitors unless it is in an official capacity.
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SPOTTERS (Trampoline Events only)

RESPONSIBLE TO: Floor Manager

Roles and Responsibilities

1. Spot the athletes if they are coming off the side of the trampoline.

Requirements

- Arrive at the competition venue **at the registration time of the event.**
- Report to the Floor Manager upon registering at the spectator entry point.
- Must have attended a sanctioned Spotters Course or be an accredited Trampoline coach.
- Must be 18 years or over or be an accredited Trampoline coach.
- Behave in a responsible manner at all times.
- Dress neatly and wear the required uniform.

Other Information

- Volunteers are requested to turn off their mobile phones throughout the competition. Mobile phones interfere with the PA equipment.
- Volunteers are required to have no communication with the competitors unless it is in an official capacity.
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CAMERA OPERATORS (Trampoline Events only)



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RESPONSIBLE TO: Head Judge / Floor Manager

Roles and Responsibilities

1. Video the athlete competition routines.
2. Liaise with Head Judge and Floor Manager

Requirements

- Arrive at the competition venue **at the registration time of the event.**
- Report to the Floor Manager at the commencement of General Warm Up.
- Behave in a responsible manner at all times.
- Dress neatly and wear the required uniform.

Other Information

- Volunteers are requested to turn off their mobile phones throughout the competition. Mobile phones interfere with the PA equipment.
- Volunteers are required to have no communication with the competitors unless it is in an official capacity.
- Volunteers may not have accompanied children on the competition floor. Children of volunteers must be supervised off the competition floor by an adult.