GYMNASTICS SASKATCHEWAN

INSPIRE & EMPOWER CHAMPIONS

IN SPORT AND LIFE

2028 Provincial Championships Host Request for Proposal

2028 GYMNASTICS SASKATCHEWAN PROVINCIAL CHAMPIONSHIPS
REQUEST FOR PROPOSAL (RFP)

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2028 GYMNASTICS SASKATCHEWAN PROVINCIAL CHAMPIONSHIPS
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INTRODUCTION

Gymnastics Saskatchewan (GymSask) is seeking proposals from member clubs and communities interested in hosting the 2028 Saskatchewan Provincial Championships, to be held in April, 2028. Exact dates are TBD, but will be based on Western Championships dates of all other disciplines.

Provincial Championships represent the highest level of competitive gymnastics within Saskatchewan and serve as the culminating event of the competitive season. This Request for Proposal outlines the expectations, requirements, and responsibilities for hosting this premier provincial event.

GymSask is committed to working collaboratively with the selected Local Organizing Committee (LOC) to ensure the successful delivery of a professional, athlete-centered championship event that reflects the excellence of our provincial gymnastics community.

**If no proposals to host are received, the matter will be escalated to the GymSask Board of Directors for further review regarding the feasibility of proceeding with the event.*

Organizational Background

Gymnastics Saskatchewan is committed to the development, celebration, and promotion of gymnastics throughout the province. Together, Gymnastics Saskatchewan and our member clubs enhance the lives of our participants by providing opportunities for the development of physical literacy, lifelong involvement, enjoyment, competition, athletic excellence, and the creation of leaders and champions.

Our Vision

Inspire and Empower Champions in Sport and Life.
Our vision is to create champions — lifelong leaders, valued contributors, good citizens, role models, and heroes — through participation in gymnastics.

Our Mission

Gymnastics Saskatchewan provides high-quality, safe, inclusive, and positive experiences for the growth, development, and enjoyment of gymnastics in Saskatchewan.

EVENT OVERVIEW

The Saskatchewan Provincial Championships are the peak annual competitive event for provincial gymnasts who have qualified in their respective disciplines throughout the season. With the expectation that the Provincial Championships are planned and executed to a standard of excellence, only the top athletes in the province will compete to earn the title of Provincial Champion.

- Gymnastics Saskatchewan is committed to working closely with member clubs to host an annual Provincial Championship event that:
  - Celebrates and promotes the accomplishments of Saskatchewan's top competitive athletes
  - Showcases the strength and diversity of all competitive disciplines
  - Elevates the event as a high-profile provincial sporting event
  - Does not compromise the overall goals, athlete experience, or professional standard of the event.

Provincials Hosting

Gymsask recognizes the significant scope and logistical demands of hosting an event of this magnitude.

Outside of Olympic cycle years, bids may be considered that propose hosting disciplines across multiple venues within the same city or geographic area, provided a clear and coordinated plan is presented. For the purposes of this process, a multi-venue bid refers to the use of more than one facility to host competitive disciplines. This may include a combination of external facility rentals (e.g., arenas, fieldhouses, or event centres) and/or member club facilities, provided all venues meet the required space, equipment, and technical standards.

Whenever possible, it is the preference of GymSask however, that all competitive disciplines compete on the same weekend and in the same venue. At minimum therefore, during Olympic cycle years (starting in 2028), all disciplines are required to be hosted under one roof. If a multi-venue bid is received during non-olympic years, Clubs are encouraged to collaborate and partner (where appropriate) to maximize efficiency, share resources, and deliver a unified Championships experience that presents a unified and comprehensive showcase of gymnastics in Saskatchewan.

Example 1 Club A is experienced in WAG, MAG, and TG. Club B is experienced in RG and Acro.	• Clubs partner to deliver the full scope of disciplines across one or multiple venues. • A Memorandum of Understanding (MOU) is developed and signed by all parties, clearly outlining roles and responsibilities, resource allocation, and the distribution of revenues and expenses. • The clubs then submit a completed RFP to GymSask outlining their coordinated approach and plans for the event.
Example 2 Club A is experienced in WAG. Club B is experienced in MAG. Club C is experienced in TG. Club D is experienced in Acro. Club E is experienced in RG.	• Clubs collaborate to deliver the full scope of disciplines across one or multiple venues. • A Memorandum of Understanding (MOU) is developed and signed by all parties, clearly outlining roles and responsibilities, resource allocation, and the distribution of revenues and expenses. • The clubs then submit a completed RFP to GymSask outlining their coordinated approach and plans for the event.

**These examples are illustrative and not exhaustive; clubs are encouraged to explore creative and collaborative approaches to hosting and should not feel limited by geography. An example MOU can be found in Appendix D.*

Objectives of the Provincial Championships

- The primary objectives of the Provincial Championships are to:
  - Deliver an athlete-focused championship experience across Artistic, Rhythmic, Trampoline, and Acrobatic gymnastics programs
  - Balance the technical needs and expectations of all disciplines
  - Foster unity within the Saskatchewan gymnastics community
  - Support hosting clubs through professional guidance and financial assistance (MAP funding)
  - Strengthen the Provincial Championships brand through standardized awards and protocol
  - Present the event as a high-profile, professionally delivered sporting event

Awards

- All Around (AA) winners will receive a trophy.
- Event winners will receive medals and ribbons.
- No participation awards or certificates will be presented, as Provincial Championships is a high-level competitive event for the top athletes in each discipline and level.
- Team or Club awards may be implemented when participation numbers warrant recognition for excellence in competitive programming and athlete development.

Dates

The proposed hosting window is the second weekend of **April 2028**. Final dates will be confirmed in collaboration with Gymnastics Saskatchewan.

EVENT FORMAT

- **Provincial Championships require:**
  - 1 to 1.5 days for event set-up
  - 3 days of training and competition
  - 1 day for tear-down (immediately following the conclusion of competition Sunday)
  - A detailed competition schedule will be developed collaboratively between GymSask and the LOC once registration numbers are confirmed.

VENUE REQUIREMENTS

- **Competition Space Requirements (approximate Square Footage)**
  - WAG: 10,000 sq ft
  - MAG: 10,000 sq ft
  - TG: 8,000 sq ft
  - RG: 6,000 sq ft
  - MAG/WAG: 15,000 sq ft
  - MAG/WAG/TG: 20,000 sq ft
  - MAG/WAG/TG/RG/Acro: 28,000–30,000 sq ft
  - Includes two artistic floors in this case

- **Ceiling Height Requirements**
  - WAG / MAG / Acro: Minimum 6.6 m (21.5 ft)
  - TG / RG: Minimum 8.1 m (26.5 ft)

Note: These measurements do not include spectator seating. Bleacher seating for approximately 500 spectators (approximately 2,000 additional square feet depending on configuration) must be accommodated.

- **Additional Venue Requirements**
  - Separate awards area (mandatory)
  - Meeting rooms and hospitality rooms
  - Multiple electronic power sources throughout the venue
  - Dedicated power supplied to:
    - WAG/MAG scoring tables
    - TG judges and scoring tables

- RG judges table
- Acro judges table
- GymSask head table

- Dedicated wireless internet networks for scoring systems
- Strong WiFi required for Artistic and RG scoring programs (GymSask will supply WiFi infrastructure)
- If the field of play is turf, a hard surface, approved by GymSask, must be provided under the RG warm-up area and competition carpet
- Head table for GymSask staff, Spieth America, Event Chair, and announcer (3–4 tables and 10–12 chairs)

Photo examples of past provincial set ups can be found in Appendix A.

EQUIPMENT

Gymnastics Saskatchewan will supply and cover the cost of required gymnastics equipment.
Spieth America is the official equipment supplier.

The LOC must provide volunteers for equipment set-up and tear-down, as well as a forklift and certified operator if required by the venue.

FINANCE

- GymSask will cover the expenses of:
  - Speith equipment rental and travel for technicians (as per contract)
  - Travel expenses for required judges, staff, and board members
  - Scoring systems (Sportzsoft and KSIS)

The registration fee structure and revenue split between GymSask and the LOC will be confirmed prior to final bid approval. Current registration fees are set to $165 per athlete, $75 per coach.

GymSask and the LOC will work cooperatively to establish a balanced and sustainable event budget. Example budgets from previous years can be found in APPENDIX B.

Gymnastics Saskatchewan will manage athlete and club registration. Registration timelines, payment deadlines, and technical directives will be distributed to clubs in advance of the event.

STAFFING AND TECHNICAL SUPPORT

- GymSask Responsibilities
  - Technical leadership and oversight
  - Sport development and event operations support
  - Registration management
  - Financial processing
  - Scoring systems
  - Event protocol guidance
- LOC Responsibilities
  - Establishment of a full organizing committee, including a Director of Inclusion and Accessibility (starting in 2028). Examples of a full LOC in Appendix C.
  - Volunteer recruitment and management
  - Venue liaison
  - Equipment set-up and tear-down volunteers
  - On-site operational support
  - Hospitality coordination
  - Local sponsorship initiatives
  - Awards procurement

COMMUNICATIONS, MARKETING AND SPONSORSHIP

- GymSask will create and provide the official event logo and theme. GymSask will manage provincial-level social media promotion.
- Piper Sports photography has first rights of refusal as official on-side photographer.
- Event signage will be coordinated in partnership with GymSask.

SAFETY AND INSURANCE

- Gymnastics Saskatchewan will provide required insurance coverage for the event. All volunteers and LOC members must comply with GymSask Safe Sport policies.
- A risk assessment must be completed by the LOC and submitted prior to the event.

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BID DOCUMENTS

Clubs interested in hosting the 2028 Provincial Championships must submit the following:

- Letter of Intent
  - Introduction to hosting club
  - Proposed venue
  - Proposed dates (second weekend of April, 2028)
  - Overview of volunteer capacity
- Bid Package
  - Venue details including layout, square footage, and ceiling height
  - Seating plan
  - Awards area plan
  - Meeting and hospitality space details
  - Parking information
  - Proposed budget overview
  - Local sponsorship plan
  - Volunteer recruitment plan
  - Risk management overview
  - Accommodation options
  - Community engagement opportunities

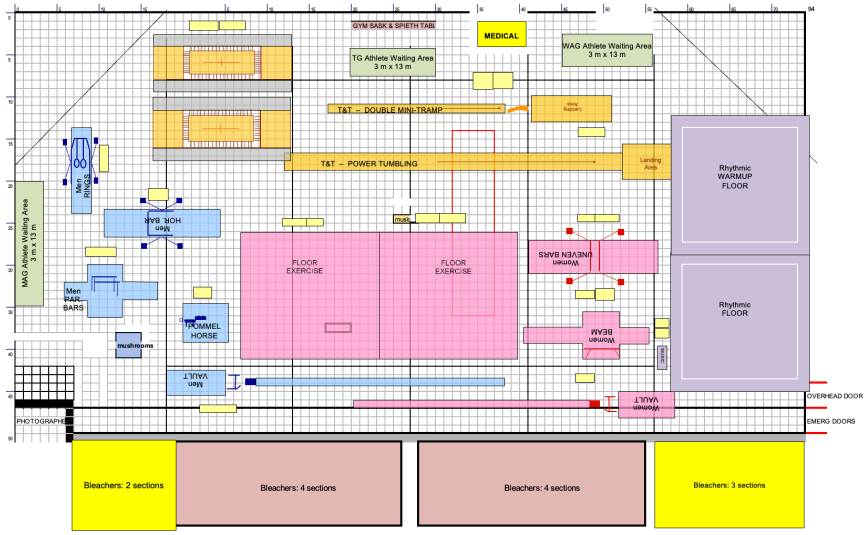
TIMELINES

- Oct 30, 2026: Deadline to submit proposals to GymSask
- Nov 15, 2026: Interviews to commence, if applicable
- Jan 2027: Host(s) to be announced by GymSask

306-780-9229 1734 Elphinstone St, Regina SK info@gymsask.com

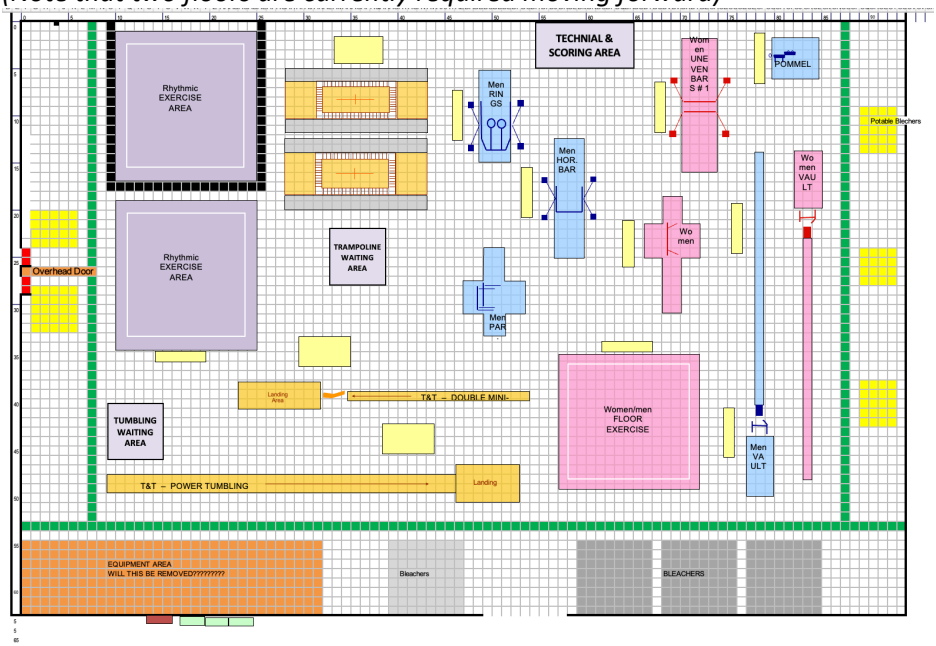
APPENDIX A: PAST FLOOR PLANS

2024 – Saskatoon Fieldhouse Floor Plan



2025 – Regina Fieldhouse Floor Plan

(Note that two floors are currently required moving forward)



APPENDIX B: SAMPLE EVENT BUDGETS

2025

	2025 Budget	2025 Actual
Revenues		
Athlete Entry Fees	52,500	69,750
Coach Entry Fees	4,500	4,500
Late Fees	-	300
Grants	10,000	1,500
MAP Grant * *varies from year to year*	24,000	31,600
Advertising/Sponsorship	3,500	10,900
Door Entry	8,000	13,918
Merchandising	4,000	2,295
Roses	-	1,750
Raffles	-	1,355
50/50	-	1,167
VP Buy Out - Missed Shifts		1,750
Vendor Fee	-	500
	$ 106,500	$ 141,285
Expenses		
GymSask Licensing Fee - Athlete	17,500	23,250
Athlete Withdrawal		150
GymSask Licensing Fee - Coach	3,300	3,300
Facility Rental	15,000	15,234
Scoring System	5,500	1,871
Awards **Purchased from GymSask*	8,000	6,727
Swag (athletes/judges/coaches)	1,500	1,112
Raffle & 50/50 Expenses	0	479
Rose Expenses	0	286
Hospitality	10,000	2,402
Equipment Rental	7,000	2,058
Judging Fees	13,000	12,961
Spieth Expenses	-	2,727
Advertising/Sponsor Expenses	-	4,058
Misc expenses	-	505
	$ 80,800.00	$ 77,121.82
Profit	**$ 25,700**	**$ 64,163**

2024

Provincials 2024 Financiakls		ACTUALS	
Revenue			
Sponsorship		12175	12,000.00
Clothing Sales		1000	11,500.00
GymGear			16,000.00
	Admissions & Concession	17346.34	
	Silent Auction	1171	
	50/50	592.79	
	Raffle Baskets	806	
	GymGear Suits	2175	
MAP Grant		31000	29,000.00
Discover Saskatoon Grant		1,000.00	1,000.00
YSS Saskatoon Hosting Grant		2000	10,000.00
Registration Fees Gymnasts		$64,050.00	64,500.00
Registration Fees Coaches		$5,100.00	4,650.00
TOTAL Revenue		135,416.13	148,650.00
Expenses			
Hospitality / Food		3091.24	6,875.00
Hospitality / Food		1713.56	(included above)
Concession Purchases		1469.51	(included above)
Rentals		6178.41	6,075.94
Refunds		500	0
Worker Payments		926.1	0
Scoring Programs		1369.62	1,700.00
Judging		12552.5	12,553.00
Facility Rental		19107.67	19,000.00
Supplies		449.4	3,605.00
Gifts: Athletes, Coach, Judge		5151.81	6,522.00
Awards		$6,012.14	6,000.00
Spieth Hotel Rooms		$1,999.69	1,610.00
Liscence Fee Gym Sask Gymnasts		$21,150.00	21,500.00
Liscence Fee Gym Sask Coaches		$3,740.00	3,500.00
MAG Judge Membership (taken from honorarium)		$115.00	$ -
TOTAL Expenses		85,526.65	88,940.94
NET		52,889.48	59,709.06

2023

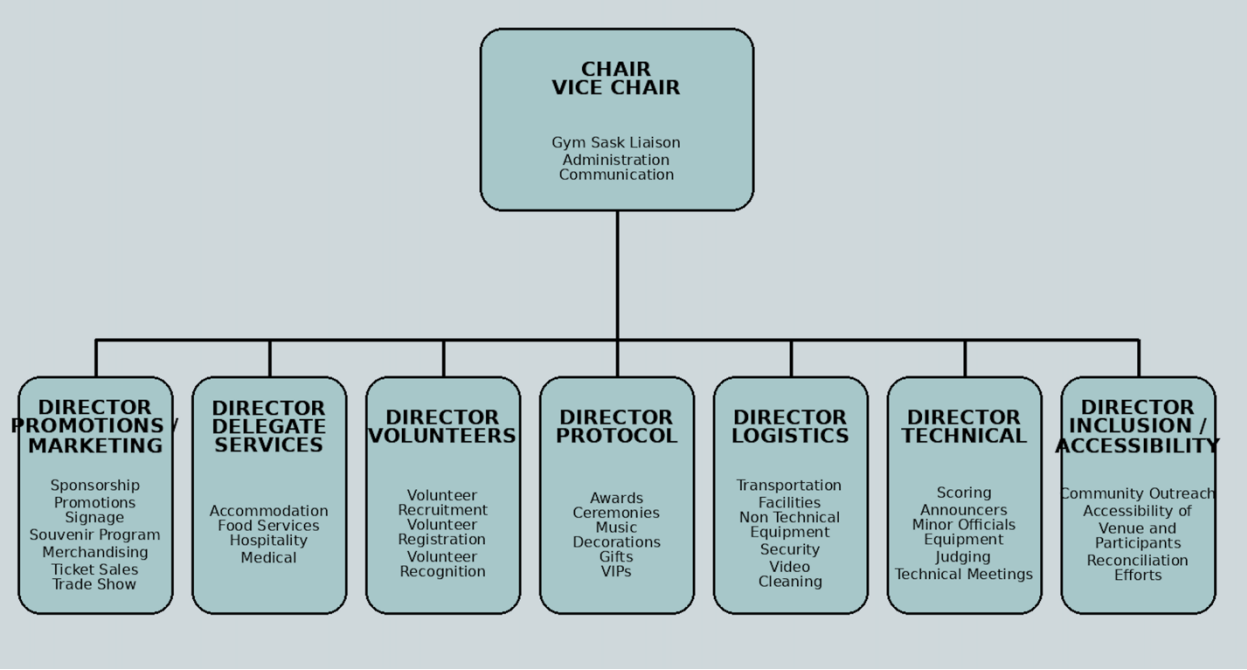
Expenses:

General				
	Facility	$	18,484.22	
	Staging	$	7,026.04	
	Sportzsoft	$	1,554.40	
	Signage	$	950.16	
	Water	$	240.00	
	Accreditation	$	234.64	
	TOTAL	$	**28,489.46**	
Hotels				
	Speith	$	1,605.15	
	TOTAL	$	**1,605.15**	
Opening Ceremonies				
	Singer	$	210.00	O' Canada singer
	Speakers			
		$	**210.00**	
Hospitality				
	Catering/Food	$	8,715.21	
	Supplies			Included above
	Rentals	$	-	curtains, kuerig, microwave
	TOTAL	$	**8,715.21**	
Results				
	Awards	$	5,994.06	
	Miscellaneous	$	389.04	Printer/ decorations etc
	Podium Banners/Décor	$	647.22	
	TOTAL	$	**7,030.32**	
Gifts				
	Athlete Gifts	$	1,182.03	stickers
	Judge/Coach Gifts	$	1,344.23	
	TOTAL	$	**2,526.26**	
Honorariums				
	WAG	$	6,522.50	
	MAG	$	1,470.00	
	RG	$	640.00	
	TG	$	3,817.50	
	TOTAL	$	**12,450.00**	
Concession				
	Supplies/food			included in hospitality
	flowers	$	374.31	
	TOTAL	$	**374.31**	
Silent Auction/50-50				
	Website	$	94.73	32Auctions
	Items	$	377.98	
	TOTAL	$	**472.71**	
Miscellaneous				
	KSIS	$	**82.80**	
	Volunteer clothing	$	**280.56**	
	TOTAL EXPENSES	$	**62,236.78**	

Revenue:

Grants				
	MAP	$	29,000.00	
	TOTAL	$	**29,000.00**	
Sponsorships				
	Gold			In Kind - 2500.00
	Silver			
	Bronze	$	500.00	
	Vendors	$	1,000.00	
		$	**1,500.00**	
Registration Fees				
	Athletes	$	43,000.00	
	Coaches	$	1,240.00	
	TOTAL	$	**44,240.00**	
Other				
	Admission	$	8,807.50	
	Silent Auction	$	3,119.00	
	Concession	$	2,282.50	
	Clothing Sales	$	1,663.77	
	TOTAL	$	**15,872.77**	
	TOTAL REVENUE	$	**90,612.77**	

APPENDIX C: SAMPLE LOC STRUCTURE



APPENDIX D: SAMPLE MEMORANDUM OF UNDERSTANDING (MOU)

This sample MOU is provided for illustrative purposes only, and it is strongly recommended that all parties seek independent legal advice prior to execution.

Local Organizing Committee (LOC) – Provincial Championships

Purpose

This Memorandum of Understanding (MOU) outlines the collaboration between Club A and Club B (the "Parties") to jointly host the Saskatchewan Provincial Championships in partnership with Gymnastics Saskatchewan (GymSask). The Parties agree to work collectively as the Local Organizing Committee (LOC) to deliver a professional, athlete-centered event in alignment with GymSask standards.

Governance & Decision-Making

- The LOC will include equal representation from Club A and Club B.
- An Event Chair will be jointly appointed.
- Key leads will be assigned by agreement (e.g., Volunteer Coordinator, Venue Lead, Finance Lead).
- Major decisions will be made collaboratively, with both Parties required to approve budget and operational plans.

Division of Responsibilities
Club A Responsibilities:

- Lead venue coordination and act as primary liaison with facility/facilities
- Oversee equipment set-up and tear-down (including volunteer coordination for these areas)
- Manage competition field of play logistics and scheduling coordination with GymSask
- Support technical needs on-site in collaboration with GymSask staff

Club B Responsibilities:

- Lead volunteer recruitment, scheduling, and on-site management
- Coordinate hospitality services (judges, officials, volunteers, VIPs)
- Lead awards procurement and awards ceremony execution
- Manage local sponsorship and community engagement initiatives

Shared Responsibilities:

- Event planning and LOC meetings
- Risk management and safety compliance
- Communications and coordination with GymSask
- Delivery of a unified Championships experience across all disciplines and venues

LOC Responsibilities
The LOC will collectively ensure:

- Adequate volunteer staffing across all event areas
- Venue readiness and operational execution
- Equipment support (set-up and tear-down)
- Hospitality and athlete experience standards
- Awards delivery
- Compliance with GymSask technical, safety, and operational requirements

Financial Management

- A joint event budget will be developed and approved by both Parties.
- Club A will act as Finance Lead and oversee tracking of revenues and expenses.
- All financial decisions will be made collaboratively and in alignment with the approved budget.

Profit / Loss Sharing Model

- Net profit or loss will be distributed proportionally based on each Party's verified volunteer contribution.
- Volunteer hours will be tracked and submitted by each club.
- Final distribution formula:

  Club Share (%) = (Club Volunteer Hours ÷ Total Volunteer Hours) × 100

- Adjustments may be agreed upon in advance to recognize significant in-kind contributions (e.g., facility use).

Submission to GymSask

The Parties agree to submit a joint Request for Proposal (RFP) to GymSask outlining their collaborative approach, operational plan, and readiness to host the event.

Term & Agreement

This MOU is effective upon signature by both Parties and remains in effect through the completion of the event and final financial reconciliation.

Signatures

Club A Representative: _____ Club B Representative: _____