



Rope Skipping Canada

Saut à la Corde Canada

Rope Skipping Canada
National Championships
Organizing Guidelines

Version 1.0

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1. Roles and Responsibilities

The organizing of the National Championships is achieved by two main committees:

1.1 The National Tournament Committee (NTC)

The Tournament Committee is responsible to, and operates under the direction of Rope Skipping Canada's (RSC) Board of Directors and is responsible for the organization and running of the National Championships.

- The NTC will make recommendations to the Board of Directors regarding the tournament facility and structure.
- The NTC will oversee all operational aspects of the tournament.
- The NTC will oversee the competition budget.
- The NTC will work closely with the Host Committee.
- The NTC meets via electronic communication (ex. Skype) several times prior to the competition and works through an online tournament checklist.
- The NTC reports regularly to the RSC Board.
- After the National championships, the NTC will provide a final financial statement showing all income and expenditures.

The NTC is comprised of the following individuals:

- Committee Chair (Appointed by the Board of Directors)
- Tournament Director(s)
- Representative(s) from the host province
- Results coordinator
- Judging coordinator

1.2 Host Committee

The Host Committee is comprised of individuals from the host Province for the current year's National Championships. The Host Committee is a sub-committee of the NTC and works closely throughout the year with the NTC. The Chair of the Host Committee sits on the NTC. The Host Committee will organize all aspects of the Canadian National Championships that fall outside the realm of the competitive events including but not limited to:

- Provide a lead member to work with the NTC prior to and during the competition.
- Submission of a proposal as described in Section 2.
- Facility rental and requirements in accordance with Section 2.
- Slideshow outlining the venue and other relevant information for participants.
- Accommodation on and off site for athletes, coaches, officials and their families.
- Meal plans and judges/officials food.
- Judges and officials water.
- Tournament program.
- Tournament pin.
- Tournament and judges t-shirts.
- Volunteers onsite to perform tasks as necessary.

- Adherence to the tournament budget in collaboration with the NTC.
- Assist in the organization of the opening ceremonies.

1.3 Budget

Competition fees are set by and payable to RSC. The following guidelines describe how competition elements are billed.

National Competition Expenses	Organized/Ordered by	Cheque Issued To/From
Facility Rental meeting guidelines in Section 2	Host	RSC
Thank you gifts (if applicable)	Host	RSC
Tournament Programs	Host	RSC
Supplies (Pipe and Drape etc)	Host	RSC
Technology (Screens/Projectors etc)	Host	RSC
Nationals Pin	Host	RSC
Judges Food (judges/water)	Host	RSC
Athlete/Coach/Volunteer t-shirt	Host	RSC
Judges t-shirt	Host	RSC
Merchandise Sales	Host	Host
Photography	Host	Host
Concessions	Host	Host
Volunteers on site	Host	no cost
Raffles etc	Host	Host
Tournament Director Expenses	NTC	RSC
Grands Frames and Certificates	NTC	RSC
Office supplies	NTC	RSC
Results Coordinator expenses	NTC	RSC
Judging Coordinator expenses	NTC	RSC
Participant Ribbons	NTC	RSC
Lanyards	NTC	RSC
First Aid - First Responder	NTC	RSC
Livestreaming	NTC	RSC
Judging coordinator	NTC	RSC
Competition Ribbons	NTC	RSC
Medals	NTC	RSC

A/V rental/livestream	NTC	RSC
Black Presenter Shirts (if needed)	NTC	RSC
Medical Kit	NTC	RSC

2. Host Guidelines

The following will assist a prospective host in submitting a proposal and choosing an appropriate venue.

2.1. Proposal to Host

2.1.1 Each Provincial Organization must indicate whether they wish to accept their spot in the nationals hosting schedule. The schedule below is based on current provincial organizations that are members of RSC, as of November 2018 and is subject to change at the discretion of the RSC Board of Director.

- 2019 - Rope Skipping Alberta
- 2020 - Jump Rope BC
- 2021 - Rope Skipping Association of Nova Scotia
- 2022 - Ontario Rope Skipping Organization
- 2023 - RSC Hosted

2.1.2 Indication of acceptance to host, along with a proposal, must be submitted to the RSC Board 30 days prior to the opening ceremonies of the preceding RSC National Championship.

2.1.3 Proposals must include:

- All venue costs as per the guidelines listed below.
- Description of the venue as it meets the requirements laid out in Section 2.
- Event dates available.
- Accommodation information (dorms and hotel).
- Description of closest airport.
- Host city amenities (restaurants, grocery stores etc).
- Proof of capacity for sufficient on-site volunteers to ensure smooth and effective event management.
- Name of host liaison person who will work closely with the NTC.

2.2 Venue Requirements

2.2.1 Competition Floor Area

- Gymnasium floor must be a high-quality sprung wood floor. Any variations (such as a sport floor) must be approved by the RSC Board before the proposal can be accepted.
- Gymnasium floor should at least comprise a university sized basketball court to accommodate one 12m x 12m freestyle area with 3m of room for judging tables outside the freestyle boundary.
- A separate similarly sized practice space, with similar flooring close to the competition

area must be provided for the athletes.

- Space should be available for a 1m buffer area surrounding the competition and judging area.
- Space should be available for a marshalling area which provides a smooth flow between the practice area and the competition floor.
- The marshalling area must be large enough to allow up to 36 athletes to occupy it for speed and freestyle events.
- A 2m area must be available at the back of the competition floor, opposite the public bleachers, to house the results tables, the tournament director table and the music table.

2.2.2 Pipe and Drape

- The competition area (which includes judging tables and/or chairs) must be bordered by a 2' pipe and drape curtain. The back "wall" of the competition area, behind the tournament director table and results area must be framed by at least a 6' pipe and drape curtain.
- All judging tables should be covered by professional quality table covers with skirts.
 - Black table covers and skirts are preferred but white or red will be accepted
- RSC banners are available for table and back wall decoration.
- A National flag and flags of participating provinces should be available for use during the opening ceremonies and for display throughout the competition.

2.2.3 Audio

- Mixer board with stereo media input (suitable for iPods) and 2 mic channels minimum.
- Powered speakers with stands.
- Wireless microphone (plus spare).
- Cabled microphone (for head table).
- Microphone stand

2.2.4 Projection

- 3 projectors and screens (plus spare) with VGA or HDMI output (output must be specified).
- 2 projectors and screens are required to project the speed scoring system, and a third projector displays the heat number or other relevant material.
- VGA or HDMI cables (depending on the computers and projectors) are required to carry the signal from the computers to the projector.

2.2.5 Power

- Adequate electrical outlets (at least 2) must be available within easy reach, by conventional extension cords, of the results and tournament directors table.

2.2.6 Other Requirements

- Working air conditioning.
- Bleachers must be able to accommodate a minimum of 500 spectators/general public.
- A judges meeting room, where refreshments are available must be supplied.
- A small lockable room to house ribbons, medals and other valuable items is preferred (e.g, officials room, equipment room).
- A suitable area, including room for privacy must be available for first aid in close

- proximity to the competition floor.
- Dedicated hard wired internet access suitable to support live streaming, which is separate from an open guest network is required.
- A meal plan must be available onsite.
- The facility must have local hotels that can accommodate up to 350 athletes, plus coaches, judges, and other family members.
 - It is preferred that the host location have access to dorm rooms in addition to local hotels.
- The gymnasium should be within reasonable walking distance from the host accommodations and meal halls should be within a reasonable driving distance from local hotels.

2.2.7 Preferred Amenities

- Additional seating to accommodate a minimum of 200 athletes is preferred.
- A suitable area with a view of the competition floor where cameras and commentators can be set up is preferred.
- A concession for use by the athletes and general public which offers tea, coffee, juices, water, and a variety of snack items is preferred.

2.2.8 Other Host Duties

- Design a tournament logo which represents both RSC and the local culture.
- Locate a local supplier for all tournament t-shirts and assist in ordering.
- Design and order tournament pins for athletes and coaches.
- Provide a tournament program.
- Arrange for food for judges.
- Organize tournament volunteers from host province.
- Liaise when necessary with the facility on behalf of the NTC.
- Assist in the organizing and execution of the Opening Ceremonies.
- Choose a lead individual to represent the host committee at NTC meetings.

2.2.9 Fundraising Options

The host province may choose to do the following in order to generate additional revenue:

- Provide merchandise for sale, all profits of which go to the host province.
- 50/50 draws, raffle baskets and other means of revenue generation are permitted, provided all items follow provincial regulations regarding gambling licenses.
- Obtain Provincial or local hosting grants.

3. Tournament Committee Guidelines

3.1 Competition Area (Fig 1)

- Masters freestyle area is 12 meters square.
- A 3m boundary outside of the 12x12m competition space should be allowed for judging tables.
- Team speed and power area is 5 meters square.
- Masters speed and power area is 5 meters square.
- Outside each trial boundary for speed and freestyle, a one-meter deep coaching area must be taped.
- Group routine and team show floor space is 28 meters by 15 meters or equivalent to a university regulation basketball court.
- A minimum one-meter neutral zone must surround the competition boundary.
 - This allows for traffic to flow past the competition boundaries and for use in case of an emergency.



Fig 1: Typical competition set up

3.2 Neutral Zone

Impeding the flow of traffic due to sitting or standing in the neutral zone is not permitted.

3.3 Trial Boundary

- Athletes are permitted in the competition boundary during, immediately prior to and immediately following their trial, but must leave prior to the start of the next trial.
- First aid attendants are permitted in the competition boundary only in the case of an emergency.
- No other people, objects or animals may breach the competition boundary.
- Only officials, athletes, coaches, judges and first aid attendants are permitted inside the competition area.
- Photographers are permitted inside the competition area only with the permission of the technical committee.
- Spectators who enter the competition area will be asked to leave.

3.4 Competition Floor Dismantling

- All athletes must be finished competing in their events before the competition floor can be set up for the next event or dismantled.

3.5 Livestreaming

- Dedicated hard-wired internet access suitable to support livestreaming, which is separate from an open guest network must be available.
- A suitable area with a view of the competition floor where cameras and commentators can be set up is required.
- Livestreaming equipment will be provided by RSC.

3.6 Audio

- Mixer board with stereo media Input (suitable for iPods) and 2 mic channels minimum is required.
- Powered speakers with stands is required.
- Wireless microphone (plus spare) is required.
- Cabled microphone (for Head Table) is required.
- Microphone stand is preferred.

* Consider output on mixer board and/or additional microphone(s) for livestream pick up.

* Incorporate set-up time to include sound check and level set prior to first day.

* Ensure walk throughs to check sound levels throughout the event.

3.7 Projection

- 3 Projectors and three screens(plus spare) with VGA or HDMI out capability.
- 2 projector and screens are required to project the speed scoring system, and a third projector displays the heat number or other relevant material.
- VGA or HDMI cables (depending on the computers and projectors) are required to carry the signal from the computers to the projector.
- 2 computers are required to run the speed scoring system, and a third to display heat numbers and other details. Computers are usually organized by the National Tournament committee.

- A speed scoring system is required to display live speed scores to the audience. This is organized by the National Tournament Committee.

3.8 Power

- Adequate power/extension cords for all the audio/projection requirements, including a minimum of 4 power bars (2 at head table and 1 at each of the projection tables), plus adequate outlets for incorporating speakers and extension cord splits.

3.9 Speed Call-Outs

- Only RSC approved speed call-outs may be used.

3.10 First Aid

- A certified first responder or equivalent must be on site at all times for athlete and spectator safety.
- A physiotherapist onsite is considered an asset.
- Clear and detailed RSC Incident Reports should be maintained for every health incident.

3.11 Flash Photography

- Flash photography is strictly prohibited within the competition venue during active competition.
- People using flashes should be given a first warning and may be ejected from the gym. for the remainder of the championship if use of the flash continues.

4. Announcements and Ceremonies

4.1 Announcements

- Announcements should never be made during an event trial.
- Announcements should be limited to heat and station calls and other critical information.
- Announcements should be made by tournament director(s) only.

4.2 Opening Ceremonies

The opening ceremonies are organized collaboratively by the NTC and the host committee and should follow this outline:

1. Parade of athletes (headed by provincial flags)
2. National anthems (for any attending country). Canadian anthem should be bilingual
3. RSC opening remarks – RSC Chair
4. Official welcome and opening address: Host Province President
5. Optional welcome by local dignitary
6. Presentation of outstanding records achieved from the previous season: RSC

7. Judges' Oath: National Tournament Committee Judging Coordinator
8. Athletes Oath: Last years junior or senior sportsmanship award winner
9. Cutting of the rope to declare the competition open
10. Group Routine competition and team show
 - a. At this time all team and group judges are invited to meet at the back. Athletes competing in team and group show make their way to the practice gym.
11. Closing remarks housekeeping items: Tournament Directors

4.3 Award Ceremonies

- Awards for fifth to first place in each event will be presented, including overall winners.
- Grand Champion awards will be presented to the top 3 speed and power scores in each event, regardless of age and the top freestyle scores in the age 15 and over category.
- Event awards, whenever possible, should occur on the same day that the events were completed.
- Overall medal ceremonies will occur after the event awards have been distributed.
- Timing of awards should not compromise what is in the best interest of athletes.
- The Scholarship Winner presentation should occur after the competition ends on the final day, but before the competition awards ceremony.
- Sportsmanship Award presentations (Junior and Senior) should occur after the competition ends on the final day, but before the competition awards ceremony.
- National Coach Achievement Award presentation should occur after the competition ends on the final day, but before the competition awards ceremony.
- RSC Scholarship Award presentation should occur after the competition ends on the final day, but before the competition awards ceremony.
- Canadian National Record holders will be announced during the awards ceremony for each individual event.
- Team Canada, when applicable, should be announced after all the competition awards ceremonies and on the final day of the competition.

4.4 Ribbons

- Each athlete on a team will receive a ribbon for each event where they place fifth or higher.
- Each athlete on a team will receive a ribbon for overall awards where they place fourth or fifth.
- Each athlete in the master's competition will receive a ribbon for each event where s/he places fifth or higher.
- Each athlete in the master's competition will receive a ribbon for overall awards where they place fourth or fifth. Each athlete will receive a participation ribbon.
- Ribbons and medals will be supplied by the NTC.

Ribbon colours must conform to the following:

Place	Colour
1st	Red
2nd	Royal

3rd	White
4th	Yellow
5th	Green

4.5 Medals

- Each athlete on a team will receive a medal for overall awards where they place first, second or third.
- Each athlete in the master's competition will receive a medal for overall awards where they place first, second or third.
- Medals and lanyards will be supplied by the Championship Organizing Committee.
- Lanyards for the medals will be supplied by the championship organizing committee. Lanyards may be any colour, design, shape or size; as long as they can still be hung around the neck of the athletes and the medal can hang from it.
- Lanyards should indicate the location and date of the event.

4.6 Determining Winners

- First place receives 100 points; second place receives 99 points, third place receives 98 points etc.
- Athletes will receive 0 points for events they do not compete in.
- Overall awards will be presented for both the team and masters competitions.
- Athletes must compete in all events in the respective competition to be eligible for the overall awards.
- For the master's competition, each athlete's placement points for all events will be added together to determine the top awards for each age category division.
- For the team competition, each team's placement points for all events will be added together to determine the top awards for each age category division.

4.7 Event Ties

- When a tie of two or more athletes/teams occurs the athletes/teams will receive the same numerical value.
- The place immediately following the tie will lose one point per additional athlete/team in the tied placing. A two-person tie in second place would receive 99 points each. The next athlete would receive 97 points and would place fourth but receive third place ribbons. A three-person tie in second place would receive 99 points each. The next athlete would receive 96 points and would place fifth but receive third place ribbons.

4.8 Overall Placement Point Ties

If the sum of more than one athlete's numerical values is the same in the masters competition, the winner will be determined in the following order:

- The highest single rope freestyle score wins.
- If a tie still exists, the highest consecutive power score wins.
- If a tie still exists, the highest speed – three-minute endurance score wins.

- If a tie still exists, the highest speed – 30-second score wins.

If the sum of more than one team’s numerical values is the same in the team competition, the winner will be determined in the following order:

- The highest double dutch pair’s freestyle score wins.
- If a tie still exists, the highest double dutch single freestyle score wins.
- If a tie still exists, the highest single rope team freestyle score wins.
- If a tie still exists, the highest single rope pair’s freestyle score wins.
- If a tie still exists, the highest double dutch speed relay score wins.
- If a tie still exists, the highest double dutch pairs speed score wins.
- If a tie still exists, the highest single rope speed relay score wins.
- If a tie still exists, the highest single rope power relay score wins.

4.9 Result Corrections

- Any errors in the results that are corrected after the results have been announced shall cause the results to be announced in the correct form.
- Duplicate awards will be given out.

5. Sub-Committees

5.1 Technical Committee

- The Technical Committee will be selected from the pool by the NTC and approved by the RSC Board.
- The Technical Committee will be comprised of three members, each from a different province, whenever possible.
- One of the three elected members of the technical committee will be selected by the tournament committee to be the Chair of the committee.
- Members of the committee shall be solely dedicated to the committee, having no alternative commitments throughout the championship.
- The Chair of committee will mediate committee discussions and ensure all paperwork is filled out fully and on a timely basis.
- The Technical Committee will:
 - Watch for fair play, flash photography, injuries and will field all appeals.
 - Be positioned at three different vantage points to watch the competition.
 - Report decisions in a timely manner.
 - Make decisions to grant or deny the request expressed in an appeal.
 - Order re-skips when warranted.
 - Communicate with the results coordinator if any decisions could affect final results.

The technical committee has the authority to:

- Review formal appeals.
- Determine if there is a rule infraction.
- Determine if an athlete or team has been put at a disadvantage.

- Disqualify athletes.
- Eject athletes, coaches, judges or spectators from the premises.
- Suspend athletes, coaches, or judges.
- Order a change of uniform for an athlete who is in inappropriate attire according to section 2.5.3 of the RSC Rulebook before the athlete is permitted to continue competing.

Appeals

- Appeals submitted to the technical committee according to the appeals requirements outlined in the RSC rulebook will be deliberated.
- Appeal decisions must be handed down before the end of the competition day
- Appeal decisions will set precedence for future consideration.
- All appeals and decisions must be quantifiably detailed and submitted to the RSC Board for future technical committees review.

Correspondence and communication

- The technical committee or tournament director(s) will only receive requests, communication or inquiry from one club designate, who must be determined prior to the commencement of the competition.

5.2 Sportsmanship Selection Committee

- The committee will be formed by RSC prior to the Canadian National Championships.
- The committee will be comprised of one representative from each province, where possible.
- The committee will select the winner of the annual sportsmanship award according to overall attitude of the athlete shown throughout the championship, including but not limited to: friendliness, willingness to help others and leadership.
- One junior and one senior athlete will receive this award annually.
- The sportsmanship awards are presented prior to the last award ceremony of the competition.

5.3 Awards Committee

- The Awards Committee will be appointed by the RSC Board of Directors prior to the National Championships.
- The Awards Committee operates independently of the NTC.
- The Awards Committee will be responsible for selecting the following award recipients on an annual basis:
 - National Coach Achievement Award
 - RSC Post-Secondary Scholarship

6. Appendix

6.1 Facility Checklist

Use this checklist to determine if the proposed facility meets the requirements.

[Click here for the online checklist](#) (If you click here, you will be asked to make a copy of the list for yourself to use).

Required Item	Yes/ No	Cost	Comments
General			
Gym available from 7am - 10pm on Friday-Monday of competition of competition			
Large lobby area to accommodate 300+ athletes plus coaches, judges and others			
Gymnasium floor must be a high quality sprung wood floor			
Gymnasium floor comprises a university sized basketball court to accommodate one 12m x 12m freestyle area with 3m of room for judging tables outside the freestyle boundary			
Basketball sized practice space, with similar flooring close to the competition area			
Space available for a 1m buffer area surrounding the competition and judging area			
Space available for a marshalling area (capacity 36 athletes) which provides a smooth flow between the practice area and the competition floor			
A 2m area available at the back of the competition floor, opposite the public bleachers, to house the results tables, the tournament director table and the music table			
Pipe and Drape and furniture			
6' pipe and drape curtain (45m in length)			
2' pipe and drape (64m in length_			
Table skirts for all judging tables (16)			
Approx 60 chairs for speed judges, results, tournament direction			
Four 12m lengths (ideally 3m wide) of carpet (or good tarp) to surround and define freestyle and speed space and 36m of additional tarp or carpet to place judging tables and chairs on if carpet is not wide enough (12 foot lengths of carpet is ideal)			

Tarp for walkways			
Audio			
Mixer board with stereo media input (suitable for iPods) and 2 mic channels minimum			
Powered speakers with stands			
Wireless microphone (plus spare)			
Cabled microphone (for head table)			
Microphone stand			
Projection			
3 projectors and screens (plus spare) with VGA or HDMI output (output must be specified)			
Power			
Adequate electrical outlets (at least 2) within easy reach, by conventional extension cords, of the results and tournament directors table;			
Other Requirements			
Working air conditioning;			
Bleachers able to accommodate a minimum of 500 spectators/general public			
A judges meeting room			
A small lockable room to house ribbons, medals and other valuable items			
A suitable area, including room for privacy for first aid			
Dedicated hard wired internet access suitable to support live streaming, which is separate from an open guest network			
A meal plan onsite			
Local hotels that can accommodate up to 350 athletes, plus coaches, judges, and other family members;			
Dorm rooms			

The gymnasium within reasonable walking distance dorms and meal halls			
Hotels within 10 min driving distance from facility			
Preferred Amenities			
Additional seating to accommodate a minimum of 200 athletes			
A suitable area with a view of the competition floor where cameras and commentators can be set up			
A concession for use by the athletes and general public which offers tea, coffee, juices, water, and a variety of snack items			