WESTERN CANADA CUP

Western Championships for Trampoline Gymnastics

PROTOCOL AND PROCEDURE MANUAL

Last Update 02/13/2025









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GENERAL

1. Terms of Reference

- 1) The Western Canada Cup (WCC) is held annually in one of the Western provinces.
- 2) Wherever possible, the WCC must be hosted as a stand-alone event.
- 3) The purpose of this document is to articulate the responsibilities of the organizing committee, the host provincial federation and the visiting provinces and clubs.
- 4) No changes shall occur to the protocol policies and technical regulations during the year unless agreed to unanimously by all participating provinces.
- 5) Preliminary and finals competition shall be competed in the following disciplines:
 - i. Individual Trampoline –Level 1,2,3,4
 - ii. Double Mini Trampoline –Level 1,2,3,4
 - iii. Tumbling –Level 1,2,3,4
 - iv. Synchro –Level 1,2,3,4 preliminaries only.
- 6) Team selection: Level 3 and Level 4 should be targeted but in the case of a club / provincial team that physically does not have enough Level 3 and Level 4 athletes to make up an event team then Level 2 would be allowed as substitutions.

2. Westerns Canada Cup Committee

- 1) The Western Canada Cup Committee (WCCC) must hold two meetings annually: First at the WCC Coaches and Judges Forum, and then at the Annual Assembly which is recommended to take place at that year's National Championships.
- 2) The location for the Annual Assembly must be agreed upon and communicated at (or prior to) the WCC Coaches and Judges Forum.
- 3) The elected Chair will organize and conduct the meeting.
- 4) The meeting shall be an open forum.
- 5) Each province shall possess 1 (one) vote.
- 6) At the Assembly, a Chair of the WCC shall be voted on and elected by the provinces for a twoyear term beginning in 2010 (elected on even years). The duties of the Chair of the WCC Assembly are:
 - Chair the WCC meeting at the assembly.
 - Prepare and circulate the agenda for a minimum of one week prior to assembly.
 - Circulate the minutes from the previous assembly.
 - Update and circulate the Protocol & Policy Manual
 - Request a meeting room to conduct the assembly.
 - Chair the Coaches and Judges forum at WCC.
- 7) Each province should be responsible for electing/appointing a representative to the Western Canada Cup Committee to provide support for the hosting province. They should be available to travel to WCC events. They are responsible for all communications and updates with their province.

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- 8) Current Representatives:
- BC Jill Drake
- AB Eran Silberg/Trish Quinney
- MB Michelle Bonner
- SK Danni Roy/Sam Anderson
- Committee Chair Cheryl Russell

3. Management Committee

- 1) The Management Committee for Westerns is made up of each CEO/Executive Director, or their designate, from each of the provincial federations of BC, AB, MB, SK.
- 2) The role of the Management Committee is to ratify and approve WCC policies and regulations pertaining to hosting, operations and protocol.
- 3) The Management Committee shall meet each year prior to the assembly to review the WCC policy prior to the Westerns Committee meeting and provide recommendations and revisions for discussion to the Committee.
- Since the provincial organizations are ultimately responsible for the hosting of WCC (as per Section 6.1) the Management Committee will have final approval of the WCC Policy & Protocol Manual.

HOSTING

4. Hosting of the WCC

The responsibility for hosting the Western Canada Cup shall rotate between British Columbia, Alberta and Saskatchewan. If Manitoba wishes to submit a bid to host in any given year, their request will be reviewed at the Assembly, and every effort will be made to give them an opportunity to host.

- 2024 Saskatchewan
- 2025 Manitoba
- 2026 British Columbia

History of Hosting

Year	Province	City	Athlete/Coach	Participation #s
			Registration Fee	(Athletes/Coaches)
1999	Alberta	Calgary	-	-
2000	British Columbia	Kelowna	-	-
2001	Saskatchewan	Regina	-	-
2002	British Columbia	Port Coquitlam	-	-
2003	Alberta	Okotoks	-	-
2004	Saskatchewan	Regina	-	-
2005	Alberta	Red Deer	-	-
2006	Alberta	Airdrie	-	-
2007	British Columbia	New Westminster	-	-

2008	Saskatchewan	Regina	-	-
2009	Manitoba	Winnipeg	-	-
2010	Alberta	Airdrie	-	-
2011	British Columbia	Port Coquitlam	-	-
2012	Alberta	Beaumont	-	-
2013	British Columbia	Port Moody	-	-
2014	Alberta	Calgary	-	-
2015	British Columbia	Port Moody	-	-
2016	Alberta	Calgary	-	-
2017	British Columbia	Port Moody	-	-
2018	Saskatchewan	Regina	\$140/\$45	228/41
2019	Alberta	Grande Prairie	\$140/\$45	193/?
2020	Cancelled			
2021	Saskatchewan	Virtual	\$80/\$60	107
2022	British Columbia	Port Moody	\$140/\$60	206/41
2023	Alberta	Edmonton	\$150/\$60	287/58
2024	Saskatchewan	Regina	\$150/\$60	233/41
2025	Manitoba	Winnipeg	\$160/\$60	TBD

5. Competition Dates

1) The dates of the Western Canada Cup shall be established one year in advance.

6. Competition Site

- 1) The host province shall indicate at the Assembly the city in which they wish to hold the competition.
- 2) Once confirmation has been distributed, the host province shall not alter the location or date without the written notification to each participating province.

7. Organizing Committee

- 1) The host shall establish the organizing committee, which will act on behalf of the Provincial Sport Organization (PSO) organizing any or all aspects of the event.
- 2) The organizing committee may or may not be incorporated autonomously from the PSO. However, regardless of the legal status of the organizing committee, the PSO shall remain accountable for the preparation and the hosting of the event.

8. Information Bulletins

- 1) Bulletin #1 MUST be circulated FOUR MONTHS prior to the event and shall include the following:
 - i. Correspondence addresses (phone, fax, email)
 - ii. WCC meet contact
 - iii. Exact dates
 - iv. Location
 - v. Accommodation information
 - vi. Entry fees

- vii. All deadlines
- viii. Equipment specifications
- ix. Tentative schedule with training and competition times
- 2) Bulletin #2 MUST be circulated EIGHT WEEKS prior to the event and MUST include:
 - i. Full registration package
 - ii. Judges' information sent out to Provincial Judging Reps.
 - iii. Certification level and events
 - iv. Judges must have a minimum P3 qualification.
 - v. The process that payment for registration fees and any other costs will be.
 - vi. The deadline for registration (will be four (4) weeks prior to start of competition.)
 - vii. Medical information forms
 - viii. Request for the perpetual trophy (Team All Around) to be returned.
 - ix. Tentative competition schedule
 - x. Status of onsite transportation
 - xi. Information on meetings
- 3) Bulletin #3 MUST be circulated THREE WEEKS prior to the competition and must include:
 - i. Judging schedule
 - ii. Final competition schedule
 - iii. Statue of Declaration (confirmation of all medical and waiver forms)
 - iv. Update Coaches Forum information

9. Dates and Deadlines

- Registration Athletes and Coaches there must be an entry deadline of not less than four (4) weeks prior to the official date of the competition. Each Provincial PSO/club is responsible for submitting the completed electronic registration to the host committee on or before the stated deadline.
- 2) Failure to submit the registration by the stated deadline will result in the following fines being imposed.

REGISTRATION	DUE DATE	FINES
On or before the stated due date (complete without errors or omissions)	Min. 4 weeks prior to the start of the event	No fine
Late Registration 1 -7 days after the stated deadline	Accepted with penalty	\$20 per person
8 days after the stated deadline	No entries will be accepted	

10. Changes and/or Corrections

- 1) The host committee will use Sportzsoft for the competition registration. It is the responsibility of each participating club to verify the information as follows:
 - that all their athletes are properly registered in the correct event and level
 - the spelling of all their athletes' names
 - report errors and/or omissions
- 2) Failure to report any errors or omissions by the stated deadline will result in the following fines being imposed. All fines MUST be paid prior to the athletes being permitted on the competition floor.

CHANGES and/or CORRECTIONS	DUE DATE	FINES
1-4 days following the receipt of the Entry Verification		No fine
5+ days following the receipt of the Entry Verification	Accepted with penalty	\$10 per change (i.e.; 1 athlete changed in 3 disciplines = \$30)

11. Athlete Fees

- 1) Shall be set annually by the host and approved by the WCC Committee.
- Entry fees must be sent in advance with the list of entries, and prior to the stated deadline. Failure to send the entry fee in advance shall constitute a late entry. If payment is not received athletes will not be permitted onto the equipment for warm-up or competition for insurance purposes.
- 3) Post-dated cheques shall constitute a late entry.
- 4) Entry fees are non-refundable, except for injuries with a medical note.
- 5) A late fee of \$20.00 per athlete will be applied.
- 6) Fees for a virtual WCC will be \$80.

12. Coaches, Managers & Judges Fees

- 1) Entry fee for coaches is \$60 each.
- 2) Entry fee for managers is \$0.
- 3) Entry fee for Judges is \$0.
- 4) Entry fees must be sent in advance with the list of entries, and prior to the stated deadline. Failure to send the entry fee in advance shall constitute a late entry.
- 5) Post-dated cheques shall constitute a late entry.
- 6) Entry fees are non-refundable, except for injuries with a medical note.
- 7) A late fee of \$20.00 per athlete or coach will be applied.

13. Equipment Safety Review

- 1) A basic equipment list should be circulated with Bulletin #1.
- 2) A penalty of \$500 plus costs shall be charged to the PSO of the host province if the event does not meet the minimum requirements by the start of the event. The host club/province will be responsible for the procurement of sufficient equipment to meet standards. The \$500 fine will go to the next hosting province.

14. Video

1) It is the responsibility of the host province to provide video of all rounds of competition and have the necessary equipment available to properly review the video.

15. Medical

- 1) The LOC shall ensure that a minimum of two EMT/First Responders are in attendance during all training and competition sessions.
- 2) The LOC shall ensure that an Emergency Action Plan is available at the competition venue.
- 3) A first aid location must be provided where athletes, coaches, and officials may receive first aid assistance during all training and competition sessions.
- 4) It is not the responsibility of the first aid station to provide taping and bandaging services for chronic injuries. This is the responsibility of the athletes' club.
- 5) The organizing committee shall notify the nearest hospital that the competition will take place on specified days.
- 6) First aid should be either certified paramedic or first responders due to the risk of neck injuries. Physiotherapists <u>do not qualify</u> as first responders.

16. Liability Insurance

1) It shall be the responsibility of the host province to ensure that adequate insurance is acquired for all parties involved in the event.

17. Accommodation

- The LOC will pre-book a minimum of 80 (eighty) rooms at the specific host hotels. After the established registration deadline, there will be no guarantees offered on availability and/or cost. The LOC will make every effort to secure reduced group rates.
- 2) Where a host hotel(s) is secured by the LOC, all teams are strongly encouraged to book at the selected host hotel(s).
- 3) Each visiting province/territory will be responsible to make their own reservations, and for payment of hotel costs.

18. Coaches and Judges Forum

1) The host province will schedule a meeting during the event to hear feedback from the coaches and judges to take to the Assembly for discussion. Provincial representatives will review the event at the Assembly.

19. Opening/Welcome Ceremonies

- 1) There must be an Official Opening/Welcome Ceremonies included in the event schedule. The Ceremonies must include, at minimum:
 - A march-in of athletes representing the teams.
 - An official welcome, either by assembled dignitaries or the Meet Director
 - Oaths: coach, judge, athlete
 - National Anthem

20. Hospitality

- 1) An adequate concession facility must be provided to service accredited participants and spectators.
- 2) A hospitality room or location must be provided for the benefit of dignitaries, judges, coaches, and volunteers.
 - i. Breakfast will be limited to take=n-go continental style items.
 - ii. Meals will be provided for lunch and dinner.

AWARDS AND RESULTS

21. Individual Event Awards

- 1) Based on both Preliminary & Final scores.
- 2) Medals will be given for all disciplines in all categories from 1st to 3rd place.
- 3) Ribbons will be given for all disciplines in all categories for 4th to 10th places.
- 4) In the event of a tie in either Preliminaries or Finals, the Gymcan Tie Breaker rule shall apply.
- 5) The Individual All Around award (men and women combined) will be awarded for 1st to 6th place. To be eligible for this award athletes must compete in L3 or L3 in trampoline, double mini and tumbling.
- 6) Level 1 and Level 2 athletes are not eligible for the All-Around competition.
- 7) The winners will be decided by adding their Trampoline, Tumbling and DMT scores from the preliminary round of competition.
- 8) The award winners will receive individual plaques.

22. Event Team Awards / Aggregate All-Around Team Award

1) Event Team Finals will be comprised of the 4 Provincial teams only. Team Awards will be given out in the form of a plaque and presented as follows:

1st place, 2nd place, 3rd place.

2) The Team All Around Awards are given out in the form of one plaque (or equivalent) to each of the top 3 teams. Team Awards will be presented as follows:

1st place, 2nd place, 3rd place.

3) Aggregate All-Around (perpetual trophy)

L3/4 in all 3 events ONLY awarded to 1st place.

4) See Appendix for team finals tie breaker rules.

23. Awards Presentation

- 1) All awards must be presented on an Awards podium.
- 2) All athletes receiving awards (individual and team) must be dressed in their competitive attire.

24. Scoring Results

- 1) Sportzsoft will be the official scoring program used for this competition.
- 2) It is recommended that computers be available for each Judging panel.
- 3) The scoring program must be set up to use the Gymcan Tie Breaker Rule.
- 4) All results shall be tabulated and checked and signed by the Chair of the Judges Panel prior to publication and posting.
- 5) Results will be available in the LiveMeet app.

25. Score Flashing

- 1) Each form score and difficulty score must be flashed for each round of competition.
- 2) In Synchronized trampoline, the synchro score must also be flashed for each pair of competitors.
- 3) Red / Green flags are used to signal a change in a routine or a completed routine.

TECHNICAL

26. Membership/Eligibility

1) All athletes, coaches, officials and managers must be in good standing with their provincial/territorial federation and meet their PTO SafeSport requirements.

27. Provincial Team Selection

1) To be determined by each province.

28. Competition Rules

- All Gymcan rules will apply for the competition, except that there will be no finals for synchronized trampoline. In case of a tie at any place after the preliminary round, the Gymcan Tie Breaker rule shall apply.
- 2) Groups in excess of 30 athletes will be split by the Gymcan age splits. Three age splits within a group will be allowed if there are more than 30 athletes in a group after applying two age splits.
- 3) One optional routine shall be completed for all levels of Synchronized Trampoline. ALL synchro will be classified as "mixed". Both same gender and mixed gender pairs will be registered as mixed synchro and will compete together.
- 4) The use of the Capital Cup warmup format for synchro is required recommended. If using this format every level should receive a two-touch. If not using the Capital Cup warmup L1 should receive a one-touch and Levels 2-4 should receive a two-touch.
- 5) Mobility for DMT: "mobility finals" will be added for any L4 athletes who meet the mobility requirements in preliminaries but have not qualified for finals, 11th place and up. These athletes will not be eligible for awards.

29. Team Final Rules

- 1) Four teams, one from each province compete in each event (TRI, TUM and DMT) of the Event Team Final.
- 2) Each team will submit their four (4) athlete's names who will compete in the Event Team Final.
- 3) Team can choose their four (4) representatives without hindrance, regardless of gender or level.
- 4) Rules During the Event Team Finals:
 - All the Event Team Finals will be fresh start.
 - The draw will be by team and not a random draw.
 - Start order in each round will alternate teams as per FIG.
 - The competition will consist of one free routine/pass per athlete. FIG rules apply.
 - In each event, the top three individual scores from each team will be added to

determine the Team Score.

• Individual Trampoline Team Final - 1 routine of 10 elements with no bonuses, minimums or maximums. DD is awarded as competed.

• Double Mini-Trampoline Team Final- 1 pass of 2 elements with no bonuses, minimums or maximums. DD is awarded as competed.

• Tumbling Team Final – 1 pass of 8 elements for with no bonuses, minimums or maximums. DD is awarded as competed.

- 5) The Aggregate All-Around Team Awards are decided by summing points achieved for ranking in the Event Team Final. Any ties are broken by identifying the highest points given in a single event.
 - 1st Place = 6 pts.
 - 2nd Place = 5 pts.
 - 3^{rd} Place = 4 pts.
 - 4th Place = 3 pts.
 - 5th Place = 2 pts.
 - 6^{th} Place = 1 pt.

30. Athlete Dress Code

1) All Gymcan rules apply for proper attire for specific and general warm-up and competition. Athletes can wear any official uniform.

31. Competition Format

- All competitive rounds shall proceed in the following manner: At least 15 minutes prior to the start of the event, all judges including difficulty judges and recorders, shall be in place at the judging panel for the purposes of trial scoring, reviewing instructions from the Chair of the Judges Panel, discussing interpretations, etc.
- 2) Athletes should be called to the marshalling area 10 minutes prior to the start of the competition. On cue, they shall march in, in the competition order, and present themselves before the Chair of the Judges Panel and judging panel at their competition location.
- 3) Athletes may at no time approach the judging panel and /or the recorder's table during competition.
- 4) Athletes awaiting their turn or flight must remain quiet and considerate of those athletes competing.
- 5) Four spotters must be positioned around the trampoline, (less if throw mats are being used) whenever it is in use. The spotters should be appropriately dressed in a team tracksuit or competitive attire. Spotters should be, in the Chair of the Judges Panel opinion, of sufficient size as to be able to render assistance if necessary.
- 6) A coach is required at the DMT whenever it is in use. A certified Level 2, or higher, coach is required as a spotter whenever inversion skills are being performed. Spotters should be dressed in team tracksuit or competitive attire.
- 7) Standard warm-up time of 30 min run and stretch, with the following specific warm-ups immediately before their flight:
 - L1 and L2 1 minute/athlete with a minimum of 2-touch/athlete with a minimum of 5 minutes per flight.
 - L3 1 minute/athlete with a minimum of 3-touch/athlete, minimum of 10 minutes per flight.
 - L4 1 minute/athlete with a minimum of 4 touch/athlete, minimum of 10 minutes per flight.
- 8) All athletes must receive a minimum of 1 touch on competitive equipment immediately prior to competing.
- 9) The schedule must include a 10-minute break for judges anytime a panel exceeds 3 hours.

32. Schedule

- 1) A draft schedule (event outline) should be circulated as soon as possible.
- 2) A flight cannot be called later than 8:30pm to ensure the competition will be finished no later than 9:00pm.

33. Officials

- 1) All provinces must provide qualified judges for the competition. The number of judges required is 23 plus 1 qualified local judge to be available in case a replacement is needed. This will be adjusted if extra panels are required.
- 2) The minimum qualification to be able to judge at WCC is P3.
- 3) The allocation of number of judges per province will be determined from the number of athletes from each province from the previous 2 years with each province providing a minimum of 2 judges if they are sending athletes. This information must be sent out as early as possible. (An appendix with the formula used to decide the number of judges per province is included.)
- 4) The previous host will provide the number of athletes from the prior year to the current host province after the Competition.
- 5) The Judging Chairperson of the Host Province will inform the other Provincial Judging Chairs of how many judges they are required to bring. This will be based on the number of athletes attending in the prior 2 years. This information will be circulated with Bulletin # 2. It is up to each province to coordinate their required number of judges to attend. Each Province will send their higher certified or experienced judges whenever possible. If a province is unable to meet their quota, they are to contact the Organizing Committee who will use their discretion if they are able to meet the requirements with judges from their province.
- 6) The list of the above judges, and their qualifications, must be submitted by the Judging Chair of each province, as part of the entry forms.
- 7) Failure to provide sufficient judges, or have those judges named not show up, shall result in a \$500 fine per missing judge which will be levied against the PSO.
- 8) All judges shall dress in appropriate attire, following the Gymcan regulations.
- 9) The Chair of the Judges Panel will report any infractions to the Meet Director who may then refuse participation to any judge who fails to comply with the dress standards set out above.

10) There will be three panels at all times except when Synchro trampoline is held when there will only be 2 panels.

11) Judges are not paid at these championships. However, a gift is appropriate. (Suggested value \$30 - \$40).

34. Coaches

- 1) Coaches of Trampoline and Double Mini must be fully certified at a Minimum of NCCP 2 Trampoline. Tumbling coaches may be fully certified NCCP Level 2 Artistic or Trampoline.
- 2) Upon request, an exemption of 1 year will be granted by their PSO for coaches without proper certification, providing they have a mentor coach available to work with them at the event.
- 3) All coaches must have completed Respect in Sport certification.
- 4) All coaches must have submitted a Police Record Check as per their provincial/territorial federation regulations.
- 5) All coaches must follow Gymcan and Western Canada Cup policies/rules regarding coaching attire.
- 6) Coaches wearing inappropriate or non-Provincial/Club Team attire will be asked by the Meet Director, Competition Head Judge, or their representative, to leave the competition floor.

35. Floor Marshall

- 1) Maintain a positive competitive environment, free of horseplay, distractions, and hazardous activities.
- 2) Control and limit access to the competition floor to only competing athletes, officials, coaches, and meet volunteers.
- 3) Attempt to keep the competition on schedule.
- 4) Ensure the smooth flow of events on the competition floor, including warm-ups, march-ins and march-outs, and competitions.

36. Hosting Protocol to Handle Increasing Number of Athletes

- 1) Tier system. This was a 2016 update and requires no changes.
- 2) Present the ideas or solution in three tiers: Tier 1 - can incorporate:
 - Increase in the amount of equipment.
 - Delete provincial training blocks.
 - Add a day with Bulletin 1

Tier 2 - must have approval from WCC Technical Committee:

- Eliminate age splits (so this would eliminate number of finals)
- Not have individual finals for Level 1 and Level 2
- Eliminate synchro for Level 1 and Level 2

Tier 3 - future considerations

- Limit the number of athletes (discussion at the forum on the philosophy inclusive/exclusive).
- The majority at the Forum felt WCC should be inclusive, so reducing participants would be last resort.
- 3) Limiting by age (minimum age) Implementation:
 - Tier 1 the Host may implement this change without consultation if the numbers warrant and must notify provinces as soon as possible if any of the Tier 1 methods will be implemented.
 - Tier 2 the Host may consider but must have approval from WCC Technical Committee to implement.
 - Tier 3 For future consideration.

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37. APPENDIX

- Team Finals Tie Breaker Rules
- Judge Allocation
- Capital Cup Warm-up Format

APPENDIX

1. Team Final Tie Breaker Rules

Team Competition Trampoline

In the case of a tie the ranking will be determined by the following criteria:

- 1. The team with the highest sum of the 3 best E-scores of the first routine and the 3 best E-scores of the second routine prevails.
- 2. The team with the highest sum of the 3 best T-scores of the first routine and the 3 best T-scores of the second round prevails.

If there is still a tie, the tie will not be broken.

Team Competition Tumbling

In the case of a tie the ranking will be determined by the following criteria:

- 1. The team with the highest sum of the 3 best E-scores of the first pass and the 3 best E-scores of the second pass prevails.
- 2. The team with the highest sum of the 3 best E-scores of the second pass prevails.

If there is still a tie, the tie will not be broken.

Team Competition Double Mini-Trampoline

In the case of a tie the ranking will be determined by the following criteria:

- 1. The team with the highest sum of the 3 best E-scores of the first pass and the 3 best E-scores of the second pass prevails.
- 2. The team with the highest sum of the 3 best E-scores of the 2nd pass prevails.

2. Judge Allocation

The allocation of number of judges per province will be determined by the individual number of athletes from each province from the previous 2 years with each province providing a minimum of 2 judges if they are sending athletes.

For Example:

Athlete Numbers	2017	2018	2017+2018	Percentage of Total Athletes
British Columbia	353	121	474	36
Alberta	320	286	606	46
Saskatchewan	26	154	180	14
Manitoba	27	18	45	4

The total number of judges required is 23, plus a floater to be provided by the host province, so based on the previous two years' numbers the provinces would need to provide the following number of judges:

	Percentage	Actual Number	Adjusted Numbers
British Columbia	36	8.28	8
Alberta	46	10.6	11 plus floater
Saskatchewan	14	3.2	3
Manitoba	4	1	1

The host province may provide additional judges, if available, to alleviate the travel costs for other provinces, primarily BC and Alberta.

Capital Cup Warm-up Format

Group A does up a 2-touch warm up. Group A pair 1 competes. Group B pair 1 does their first touch warm up. Group A pair 2 competes. Group B pair 2 does their first touch warm up. Group A pair 3 competes. Group B pair 3 does their first touch warm up. Continue until all of group A has competed. Group B finishes their 2-touch warm up. Group B pair 1 competes. Group C pair 1 does their first touch warm up. Group B pair 2 competes. Group C pair 2 does their first touch warm up. Group B pair 3 competes. Group C pair 3 does their first touch warm up. Continue until all of group B has competed. Group C finishes their 2-touch warm up. Etc.... Continue the integrated warm up for all remaining flights.