**APPENDIX 1: EDITABLE VERSION of letter for parents**

To the Parent / Guardian of: **[insert name and DOB]**

**Venue**: Jean Brown Arena, Redbridge Sports Centre, Forest Road, Barkingside, IG6 3HD

Your child is competing in the London GfA Final 2018 on: Saturday 3rd November / Sunday 4th November in the Level 3/4/5/6 Competition in Round: **1/2/3/4/5/6/7/8.** Please arrive at the venue at (insert time).

**Please note new arrangements for registration and warm-up:**

On arrival for Rounds 1 and 5, parents are asked to take gymnasts to the bottom of the 1st floor stairs, between the lift and café, and send gymnasts upstairs to Warm-Up where the team will register them. No parents are allowed up the stairs. For all other rounds, gymnasts wait with their parents/guardians in the spectator seating until called to warm-up.

Gymnasts will march off the competition floor at the end of each round and go back up to warm-up. After they have collected their bag, they will wait for their coach who will take them to the designated dismissal area. This is the ground floor for clubs from the Northern Zone and the first floor landing by the lift for clubs from the Southern Zone. Please wait in your designated are to collect your gymnast(s).

There are signs and volunteers to guide you. At NO time will parents be allowed on to the competition floor or gymnasts allowed back into the audience during a competition.

Warm Up will be at: (insert time). Competition will be at: (insert time), followed immediately by the Medal Presentation and will finish at: (insert time).

All times are subject to change. Please note the competition will not be held up if gymnasts do not arrive by registration time. Organisers reserve the right to begin 30minutes ahead of published timings, except for round one (Saturday) or round five (Sunday).

**Gymnasts should wear**: (insert clothing requirements)

**Girls’ long hair:** (insert directions).

Gymnasts should have a **SMALL** named bag to hold their water bottle, shoes, socks and tracksuit. No coats, food etc should be taken with gymnasts.

**Spectator tickets are £7.00 per person per day,** £5.00 for 6-16s and over 65s, 5s and under go free.Weekend tickets (both days) are £12 for adults and £8 for concessions. Electronic payment will be available on the day. Gymnasts gain free entry on the day they are competing. Tickets can be bought in advance from: <http://bit.ly/GfA-Final-tickets>

The London Gymnastics Shopping Mall will be open with Zone Leotards, Photo Opportunities and Elite PrintWear (T shirts). Forms will be available from the Club for competing gymnasts to claim a free Final teeshirt. The Shopping Mall suppliers accept all major credit/debit cards. Scores can be viewed LIVE on the day of the competition at: [www.gymdata.co.uk](http://www.gymdata.co.uk/)

If possible please come to the event via public transport. If you are driving please use the top car park accessed via the yellow height barrier, where there is a parking fee.

**No flash photography** may be used during the competition as it can distract and upset the gymnasts. Parents may not contact the organiser. All enquiries must come through the club.

Many thanks,

(insert name of club)