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

**Venue**: Crystal Palace National Sports Centre, Ledrington Rd, London, SE19 2BB

Your child is competing on: Saturday 28th April / Sunday 29th April 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)

For Round One and Five gymnasts must enter through the main doors and walk down to warm up where they will meet their coach. Their coach will register them. For all other rounds, on arrival parents & gymnasts go down the long corridor and complete registration, then sit with their parents in the spectator seating until called to warm up.

There are signs and staff in the arena 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 or round five.

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

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

Please ensure your son / daughter has a **SMALL** named bag to hold their water bottle, there should be enough room to put their shoes, socks, tracksuit in. This must remain with the gymnast at all times. No coats, food etc should be taken with gymnasts.

**Spectator tickets are £7.00 per person for the 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. Gymnasts also gain free entry on the day they are competing.

As usual we will have the London Gymnastics Shopping Mall with Zone Leotards, Photographic Synergy and Elite Printwear (T shirts). Forms are available from the Club to pre-order teeshirts. 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. **Please DO NOT park on the grass verges**.

If your child is unable to compete or has a mistake in their name or DOB please let the club know immediately. Your child cannot change days or times. 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 should come through the club.

Many thanks,

(Insert name of club)