



London GfA Southern Zone Competition

Levels 3 to 6

**Crystal Palace National Sports Centre,
Ledrington Road, London, SE19 2BB**

28 April and 29 April 2018

Table of contents

Venue: (PAGE 3)

- Tickets
- Directions
- Parking

Event Personnel: (PAGE 4)

- Competition organiser
- Head of Judging Panels
- Medical provision
- Welfare Officer
- Announcer

Technical information (PAGES 4 & 5)

- Clubs
- Supervising coaches
- Assisting coaches
- Gymnasts
- Judges
- Equipment specifications
- Judges' meeting
- Coaches' meeting
- Gymnast registration
- Tariff sheets / score sheets
- Music
- BG Photography Policy

Competition details (PAGES 6 – 14)

- Competition timetable
- Gymnasts' attire
- Coaches' attire
- Judges' attire
- Electronic communications
- Inquiries and protests
- Tie breaks
- Scoring and results
- Presentation ceremony and awards
- Running order
- Judging Panels (available on separate doc)

Appendices (PAGES 15 – 17)

- Letter for parents / guardians Please email or print and give to parents where necessary.
- GfA Judges' Charter

Venue information

Address: Crystal Palace National Sports Centre,
Ledington Rd, London SE19 2BB

<http://www.better.org.uk/leisure-centre/london/crystal-palace/crystal-palace-national-sports-centre>

Tickets:

Adult: £7.00

Concessions: £5.00

Concessions = 6-16 and 65+, fives and under go free

Weekend tickets (both days) = £12 adult / £8 concessions

Electronic payment will be available

Public transport: Crystal Palace train station is a short walk away. The bus station is also close by. The following buses stop nearby: 2, 3, 63, 122, 137a, 157, 202, 227, 249, 306, 322, 358, 361 and 450.

Car parking: 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. The lower car park gets very busy and you are likely to save time if you try the top car park first.

Please DO NOT park on the grass verges.



Event Personnel:

Competition organiser: **Helen Korro**

Judging Convener: **Lauren Murdock**

Medical provision: There will be a first aider present during the event. The first aider may be contacted through the Control Desk.

Welfare Officer: **Nikki Eden**

Announcers: **Various**

Medal/cup organiser: **Kara Salih**

Technical information

Clubs: Must be BG registered, LG affiliated and be in the South of London.

Supervising coaches: Must have a current paid Gold BG membership, Current BG DBS & SPCA, & minimum level 2 qualification.

Assisting coaches: Must have current silver BG membership, DBS, SPCA & minimum level 1 qualification.

Level 1 assisting coaches must be coaching within their coaching qualification and be supervised by a Level 2 coach.

Gymnasts: Must have current BG membership.

Judges: Judges require a current minimum Bronze BG membership & judging qualification.

Equipment spec: As in the competition rules.

Judges' meeting: There will be a judges meeting at **08:15 each day, venue to be advised in the Judges' information email.**

Coaches meeting: There will be a coaches meeting **briefly prior to each competition within warm up.**

Gymnast registration: Registration for gymnasts is via online screens in the warm-up area. Photographs are taken at this point (for display on the arena screens) so

please ensure gymnasts are competition ready.
The registration is open all day.
For the first round coaches will register the gymnasts. For all other rounds gymnasts can register on arrival with their parents.

Tariff sheets:

Can be handed in at registration if you choose but are NOT a requirement.

Music:

Via BG Gymnet. Coaches should bring a back-up CD, ipod, mp3 player with music to the event.

BG/LG Photo Policy:

By entering an LG event, there is an acceptance that the participants may be photographed and the photograph may be published in LG communications. Any person wishing to use video, film, or take photographs must abide by the BG 'Photography at Events' Policy (www.british-gymnastics.org). Photos may only be taken for personal use. You may not take photos for sale, other commercial use, or publications in printed or electronic form, such as on websites. Clubs may publish some photos of their own gymnasts, but this may only be done in accordance with BG 'Child Protection' Policy.

Flash may not be used while gymnasts are warming up or competing. Any concerns about any photographer or the suitability of any photos being taken should be reported to the Welfare Officer at the event.

Nominated coaches must not take photos or videos, whilst in the arena, with the exception of during presentations. Coaches who are spectators are covered by the same rulings as parents/guardians.

Competition Timetable

Saturday 28th April 2017

Coaches Arrival 8.00am
Judges Meeting 8.15am
Doors Open for Spectators & Gymnasts 8.15am
Judges' Lunch 14.15

Registration from 8.15am, coaches to register gymnasts in Round 1 and then parents on arrival for all other rounds.

Round	Warm Up (15 mins)	March On	Comp Finish
1	08.30	08.50	11.55
2	11.30	11.55	15.00
3	14.35	15.00	17.30
4	17.05	17.30	20.00

Sunday 29th April 2017

Coaches Arrival 8.00am
Judges Meeting 8.15am
Doors Open for Spectators & Gymnasts 8.15am
Judges' Lunch 14.15

Registration from 8.15am, coaches to register gymnasts in Round 5 and then parents on arrival for all other rounds.

Round	Warm Up (15mins)	March On	Comp Finish
5	08.30	08.50	11.55
6	11.30	11.55	15.00
7	14.35	15.00	17.30
8	17.05	17.30	20.00

Further information is available on the competition web page at:

<http://bit.ly/GfA-South-Zone-2018>

Gymnasts' attire: Gymnasts must march on in competition attire/ club tracksuits. Long hair must be tied up.

Girls: Appropriately fitting, long or sleeveless leotard, tight fitting shorts can be worn, gymnastics shoes may be worn.

Boys: Appropriately fitting Sleeveless leotard and gymnastics shorts, gymnastics shoes may be worn.

Jewellery, body piercing and similar adornments are not allowed.

Coaches' attire: In line with BG regulations, coaches must wear club tracksuit or polo shirt, t -shirt and long track bottoms. Footwear should be clean trainers or socks. Coaches will not be allowed on the floor if wearing inappropriate clothing or jewellery and their gymnasts may be removed if an alternative coach is not present. Long hair must be tied back and bags should not be held whilst coaching. Chewing gum is not permitted at any time.

Judges' attire: Judges and officials must wear black/blue suits, skirts or trousers with jackets and white shirts with black smart shoes. Please see Judges' Charter in Appendix.

E-comms: Apart from as required for the running of the competition, gymnasts, coaches, judges and officials must not use mobile phones or any other electronic communication devices including tablets, to make calls, take photographs or be used for other forms of communication in the arena during the event.

Inquiries/protests: A coach may only inquire about the difficulty score, in accordance with the principles of the FIG code of points. Inquiries can be made only for a coaches' own gymnast. Please go to the Control Desk where you will be able to collect a form. Full details of the appeals procedure can be found in the 2018 London GfA Programme.

Tie breaks: In the event of a tied score, there will be no tie-break and tied gymnasts will have the same ranking.

Scoring/results: Scores will be shown after each performance on the big screens in the arena. A printed receipt with the score will be available for coaches. This can be collected from the table next to the Control desk. Scores will be published on the LG website. During the day please get live updates of scores via www.gymdata.co.uk

Categories: Gymnasts are split into groups so they are competing with others of a similar age. The codes refer to Level first eg 5, then

Gender eg G for girls, then the Zone eg Southern is S, then a letter with A being the oldest category and the highest letter being the youngest gymnasts in a category. Most groups have between 18 and 26 gymnasts.

It is essential that coaches ensure their gymnasts are registered on BG with the correct Date of Birth.

Presentations: All gymnasts must be present for the presentation ceremony at the end of the competition. Gymnasts and coaches participating in the presentation ceremony must march on in competition attire. A medal will be presented to the first, second and third placed competitors in all categories. Pins will be presented to gymnasts who have achieved them. All gymnasts will receive a commemorative rubber wrist band to show they competed. Trophies will be awarded for top floor score and top vault score in each category. Ribbons will be awarded to 4th, 5th and 6th place in a category.

Those gymnasts coming in the top 6 within their age group will achieve qualification to the Regional Finals in November where they will compete again at the same level.

Team awards will be given at the Final Round of that level. Level 3, 4 and 5 (top 6 Scores) & Level 6 (top 4 Scores).

Coaches should remain seated the presentation, you may take photographs, but please aware that the Event photographers also have a job to do and cannot be held up from taking the official shots. Gymnasts should be reminded to sit sensibly during presentation. At the end of presentation, gymnasts must follow the line back to the gymnast seating area. The next competition starts immediately, so coaches should not take gymnasts out of the line but ensure they are returned to their parents.

Warm-up: **When going to Warm-Up gymnasts MUST bring with them a small bag that can fit their shoes & clothes.**

Rounds 1 & 5 Only: Coaches MUST be in the warm up area by 8.10 am if they have gymnasts in Round 1 or 5. We will not allow Gymnasts to enter the area until a coach from their club is present. Warm Up is then from 8:30 – 8:45am. Gymnasts will then line up and go straight to their first piece. During Warm-Up, coaches will register their gymnasts (when asked) using the online system near the warm-up area. Gymnasts must go with coaches to registration as they will have their photo taken, check their music and collect their number.

All other Rounds: On arrival gymnasts should go straight to registration (with their parent) then go to sit in the spectator seating. When it is time for warm-up an announcement will be made for coaches to go to warm-up. After five minutes gymnasts will then be invited to go upstairs and warm up.

Each round has 15 minutes for general stretching warm up in the warm-up area. Please be respectful of other competitors and share the space available. Gymnasts are not allowed to approach the balcony side of the warm-up area, overlooking the arena.

After 15 minutes, coaches will be asked to put their gymnasts in the appropriate line (eg panel A vault, Panel C floor indicated by signs). Coaches should then leave the warm up area and go to the main arena to sit in the equipment seating and wait for the gymnasts to be marched in. Please follow the signs to sit in the correct areas of the arena.

Vault Warm Up: All clubs MUST return the excel document with their vault heights by Friday 23rd March. Failure to do so will mean your gymnasts could have their vault height set for them. This information is vital so that we can set start lists by grouping children according to vault height. This is not set in stone so if there is a change that you need on the day please inform the marshal immediately.

Within the arena each gymnast will get 2 warm-ups on vault. After presenting to the judges gymnasts will sit on benches according to their panel. Marshals will direct the warm-up according to your pre-registered vault choices. Gymnasts should also know what their vault height is. Please listen carefully to their instructions.

After they have done 2 vaults gymnasts should sit on their bench and they will be instructed when to compete. Coaches should ensure they are ready to quickly move boards during warm up and competition time, clearly show the gymnasts number to the judges, are ready for the gymnast to vault and have hands free (no bags, numbers) when gymnasts are competing.

Once one height of vault is competed then the height will be changed and the marshals will organise the next warm-up.

Floor Levels 3-6: After presenting to the judges, gymnasts on floor will get 1min 30 to warm up their routine. Each panel will get separate time, the remaining two panels should WAIT at the judges table. No

flight skills should be practised at this time.

At the end of the floor warm-up time (for all panels) gymnasts should go to the corner. Each gymnast will be able to perform 2 cross tumbles ONLY. This will be directed by a marshal.

Once they have done their tumbles they should go to sit in the relevant seating area on their bench even if they are the first gymnast to perform. When it is their time to perform the marshals will bring the gymnast to the floor. The marshals are wearing coloured t-shirts which are vital to let the judges know who is performing to them. Ensure you and your gymnast remain with the marshal. Please ensure they are standing on the edge of the floor nearest to their starting position and the coach has the number clearly visible.

March Around: Please ensure the gymnasts quickly line up behind their marshal when instructed. The gymnasts need to follow their marshal to get to their next piece. Please ensure all coaches remain back behind the lines until ALL the gymnasts have marched to the judges on their panel.

Running Order - Please see separate PDF programme with gymnasts' names and rounds.

Gymnasts groups cannot be changed on the day it is essential they arrive in time. The GfA TC reserves the right to run 30 minutes ahead of time in all rounds except for Round 1 & 5.

Please ensure that any errors with spelling, level, gender or DOB are informed to the competition organiser immediately. Any corrections MUST be made on BG Gymnet first.

Hot drinks cannot be drunk on the competition floor. Please let us know if anything runs out. Changing rooms and a café are available at the centre.

There are numerous bins around the arena, please ensure you keep all areas tidy by placing your rubbish in the bins provided.

If required, ice packs will be available from the Control desk. Printed score slips will be available at the table next to the Control Desk.

Please ensure parents are given clear information on the competition. Our Event Staff are Volunteers and will not deal with parents who are being abusive due to clubs not informing them of the Competition Information. If there are any instances

of abuse to staff then the perpetrators will be removed by the Security Staff. Please help us by ensuring your gymnast's parents are informed.

An editable letter in Microsoft word is available for you to send to parents about the competition (see Appendices).

APPENDIX 1 - AN EDITABLE VERSION OF THIS PAGE IS AVAILABLE ON THE COMPETITION PAGE: <http://bit.ly/GfA-South-Zone-2018>

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

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)

APPENDIX 2

GfA Judges' Charter (Information for Clubs and Judges)

1. It is important that all clubs wishing to be involved in London GfA Competitions provide a judge who is qualified to at least, Level 1 Judging courses. Club and Regional level (and above) qualified judges in other disciplines may also be acceptable at our competitions.
2. Clubs must nominate a named judge or judges for each weekend of competition in which they are entering gymnasts.
3. Nominations of judges are part of the Competition Entry system – it is the club's responsibility to ensure that their judges are listed on the BG system.
4. Clubs must ensure that the Judges are aware that they will be required for the whole weekend. Only in exceptional circumstances will judges be able to be nominated for just one day of a weekend, and this can only be done following discussion with, and agreement by, the Judges' Convener.
5. It is clubs responsibility to ensure that their named Judge is fully aware of the dates and times for which they have been nominated.
6. Any club that does not have a nominated judge available for the whole weekend in which they have competitors will be fined £200.00 per day of competition.
7. The list of all judges will be circulated to clubs and judges, where appropriate. Clubs have a duty to pass this information on to their Coaches and Judges.
8. Judges wishing to withdraw and/or change their rota must inform the Judges' Convener within two days of receiving the list, taking into account the following:
 - Where a nominated judge withdraws from the published programme and cannot be replaced by the club, then that club will be fined £200.00 per day of competition. If a club arrives on the day of competition without a judge and cannot pay the levy immediately they will not be permitted to compete.
 - Exceptional circumstances for withdrawals will be taken in consideration.

JUDGES

1. You must arrive in good time for the Judges' Meeting and be wearing appropriate attire and shoes.
2. You must behave professionally at all times, this includes not making audible comments or making facial expressions about a gymnast's performance.
3. If a coach, gymnast or volunteer approaches you with regard to a score, do not enter into a discussion, but refer them to the Head Judge for your Panel.
4. Be pleasant to all competitors, other judges and volunteers - a smile costs nothing.
5. Before leaving the arena at the end of the day, check with the Judges' Convener that is correct for you to do so.
6. Judges who do not abide by the Charter risk not being eligible to judge at future competitions.