To the Parent / Guardian of

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

Your child is taking part on: Saturday 26th May / Sunday 27th May in the Level 1 / 2 Grading event in Round: 1 Sat/2 Sat/3 Sat/4 Sat/1 Sun/2 Sun/3 Sun. Please arrive at the venue at (insert time)

There is ample parking at the venue, but there is a charge. On arrival, there are signs and staff in the arena to guide you. At NO time will any parents be allowed on to the competition floor or gymnasts allowed back into the audience during a grading event.

Warm Up and competition will be at: (insert time)

Programme timings are subject to change. **Organisers reserve the right to begin half hour ahead of published timings except for round one**. Please note the event will not be held up if your son / daughter does not arrive by their allocated time.

All gymnasts competing will receive a medal according to their score. This will be given to them at the medal table. Once a child has completed both their floor and vault, coaches hand that child to their parents or guardian who takes them to receive their medal and take photographs in the London Gymnastics photograph area. There is no official photographer.

Gymnasts should wear: (insert clothing requirements)

Long hair: (insert directions).

No bags or clothing can be taken into the competition arena with the gymnasts. They should arrive at the venue in their competition leotards so that they can go straight in. Parents should keep their children’s belongings with them.

Spectator tickets are £5.00 per person for the day, £3.00 for those aged 6-16 or over 65, 5s and under go free. Cash only for tickets. Gymnasts also gain free entry on the day they are competing. Zone Leotards will be available to buy either in cash or using major credit / debit cards.

If your child is unable to compete please let the club know immediately. Please do not use FLASH photography during the grading event as this can distract and upset gymnasts. Parents may not contact the organiser.

Many thanks,

(Insert name of club)