



WORK PLAN

WOMEN'S ARTISTIC

COMPETITIONS

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**Heathrow Gymnastics Club,
Green Lane, Hounslow, Middlesex**

TW4 6DH

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Venue information

Venue title *Heathrow Gymnastics Club, Green Lane, Hounslow, Middlesex, TW4 6DH*

Directions:

From The M4

1. At Junction 3, head for Feltham.
2. Go across traffic lights, across a roundabout, and across a second set of lights.
3. After 100 yards, at the third set of lights, turn left into Green Lane.
4. The Gym will be found 300m on the right, just past the International Trading Estate.

From The M3

1. Continue on A316 past Junction 1 of M3.
2. Take the third exit signed Feltham A312.
3. Go across traffic lights, bear right at next lights and go over bridge.
4. At next lights turn right.
5. At next lights also turn right into Staines Road, A315.
6. At the next lights turn left into Green Lane, after 1.5 miles you will see a field on your left.
7. The Gym entrance is just after this.

By Tube (Hounslow West + 20 mins. walk)

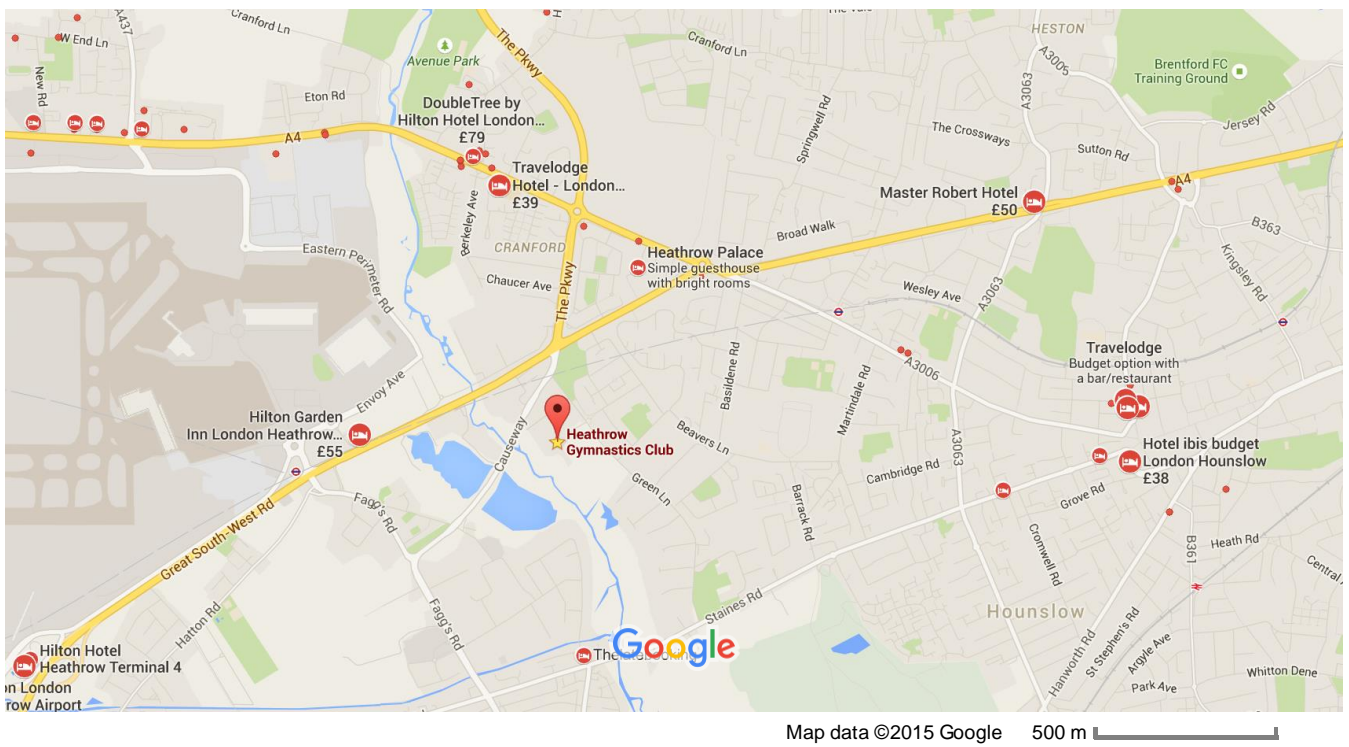
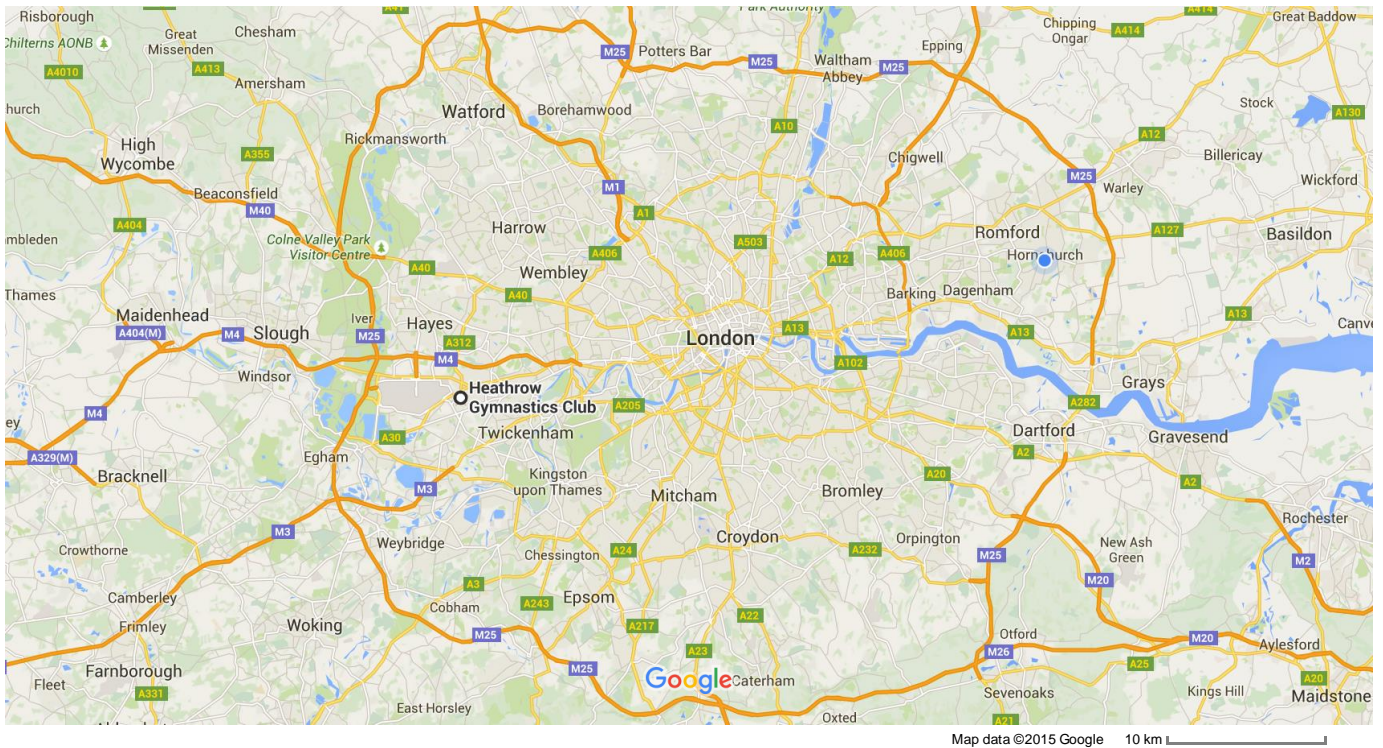
1. Turn right out of station and after 1 mile bear left into A30 at major junction fork.
2. After 1 mile, turn left at the first set of traffic lights and left again at the second set, turn left into Green Lane.
3. The Gym will be found 300m on the right, just pass the International Trading Estate.

By Bus (No. 423 from Hatton Cross towards Hounslow Bus Station)

1. Get off at Green Lane.
2. The bus stops outside the Gym entrance in Green Lane.

Parking: Parking is available *Ample Free Car Parking*

Tickets: Spectator tickets will be available on the day of the event at the door:



Event Personnel:

The competition organiser:	Vincent Walduck and Bernice Negri
Judging Convenor	Bernice Negri
Head Judge at competition	Bernice Negri
Medical provision:	There will be a first aider present during the event. The first aiders may be contacted through the competition organiser
First Aider	Vincent Walduck (All Heathrow staff are qualified)
Welfare Officer	Katie Newman
	The welfare officer may be contacted through the competition organiser
Announcer	Vincent Walduck

Technical information

Clubs:	Must be BG registered, LG affiliated
Supervising coaches:	Must be the nominated coach entered for the competition and be Gold, Joint Gold or Life Members of BG, DBS & Safeguarding and Protecting Children Awareness Certificate and a minimum Women's Artistic level 2 qualification and qualified to the level of the skills being performed.
Substitute Coach	Any substitute coach whose name was NOT included on the original entry form will need to prove their membership of BG, have a valid DBS, valid Safeguarding award and the correct coaching qualifications before they will be allowed on the competition floor. Permission from the WTC Chairman
Assisting coaches:	Are not allowed on the competition floor without permission from the WTC Chairman. They must have current silver BG membership, DBS, Safeguarding and Protecting Children Awareness certificate & minimum Women's Artistic level 1 qualification. Assistant level 1 coaches may only provide pastoral care of the gymnast, move the equipment, adjust apparatus and present the gymnast's competition number. They may NOT coach the gymnasts or put gymnasts on the floor.

Rules: Permission no later than 1 week before the event date with reasons for a Level 1 to Assist

If a club is in breach of these policies, the WTC Chairman reserves the right to reject an entry on the grounds of gymnast safety. If a club has not asked permission and a Level 1 coach is seen on the competition floor, that coach will be asked to leave. If discovered post performance, the WTC Chairman will disqualify the competitor and remove their score from the results.

- Gymnasts:** Must have silver current BG silver membership for Levels 4 + In and Out of Age and all levels for NDP Grades. Bronze membership for level 5 In and Out of Age and Compulsory Level 5.
- Judges:** Judges require a current minimum Bronze BG membership & judging qualification in Women's Artistic Cycle Cycle 14
- Membership** Any substitute coach or judge whose name was not included on the original entry form will need to prove their membership of BG, have a valid DBS, valid Safeguarding award and the correct coaching qualification before they will be allowed on the competition floor.
- Apply in writing to Bernice Negri with name, BG membership number for permission to be on the competition floor
- Equipment specifications** *As per FIG specifications*
- Judges meeting:** There will be a judges meeting at indicated on the judging rota
- Coaches meeting** There will be a coaches meeting at **10 minutes before each warm up**
- Gymnast registration:** One coach from each club will be required to register all their gymnasts and inform the officials of any withdrawals.
- Music:** Music must be uploaded via the online Entry system by the closing date notified for each competition. Coaches should bring a back-up CD of music to the event, ***if applicable***.

Any Music problems may be changed up to 2 weeks prior to the competition date(s). Request with reason by email to michelewalduck@me.com. Music Levy penalty of £20 after this date.

When you have input your gymnasts you will see a red music icon- . Click on the icon and in this screen you can upload the music that this entrant will use whilst competing in this competition. You can upload a music file as long as it is one of these formats: MP3

After uploading a music file please confirm it is correct by using the play button to listen to the uploaded version. **A file can be changed as many times as you like as long as the deadline for music upload has not passed.** When you have completed uploading your music the icon becomes green indicating the music upload is OK.

DO NOT REPEAT UPLOAD MUSIC FOR ANOTHER COMPETITION IF HAS ALREADY BEEN UPLOADED ON THE SYSTEM FOR A PREVIOUS COMPETITION. ONLY UPLOAD IF IT HAS BEEN CHANGED

Code of conduct:

British Gymnasts National Technical Committee Code of Conduct – Coaches & Judges
Women's Artistic Judges Code of Conduct

The WTC, acting through its Committee, reserves the right to refuse any entry and disqualify an official, judge, gymnast or team at any time, if they do not comply with the BG regulations.

Competition details:

Gymnast's attire:

Gymnasts must march on in *competition attire*. Refer to the *Women's Artistic Code of Points*.

Jewellery, body piercing and similar adornments are not allowed

Coach's attire:

In line with BG regulations, coaches must wear a tracksuit or tracksuit bottoms with a polo shirt or club/regional t-shirt and appropriate gym/training shoes.

Coaches will not be allowed on the floor if wearing inappropriate clothing or ANY jewellery. If it is impossible to remove items of jewellery they should be taped, Exceptions are as per BG Body Piercing and Adornments policy. Non-compliance may result in removal of the coach and consequently, for health and safety reasons, their gymnast from the competition.

Long hair should be braided or tied back so as not to obscure vision.

Chewing gum is not permitted

Judges attire:

Judges and officials must wear *navy blue* suits, skirts or trousers with jackets and white shirts/tops.

Black/blue shoes

Electronic communications:

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 and protests

A coach may only inquire about the difficulty score,(D score) in accordance with the principles of the FIG code of points. Inquiries can be made only for a coaches' own gymnast and within 15 minutes on the relevant Inquiry Form at the control desk. Bernice Negri MUST be informed immediately of any Inquiry.

Photographic or Video analysis cannot be accepted at any time.

- Tie breaks:** In the event of a tie at any place the tie will not be broken. The tied gymnast will have the same ranking, subsequent ranks will be skipped
- Scoring and results:** Scores will be shown after each performance on television monitors around the competition arena for the coaches to view, with the addition of a screen with the scores on for the public. Finalised score sheets will be provided and will cost 20p and may be purchased at the entry door to the arena. Scores and photos will be published on the Heathrow and LG website.
- Presentation ceremony and awards:**
- All gymnasts must be present for the presentation ceremony at the end of the competition. Gymnasts 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 each age category. 4th – 6th will receive a ribbon where numbers permit (guide 10 gymnasts or at the discretion of Bernice Negri or Vince Walduck.
- Apparatus Medals: Gold, (minimum 4 gymnasts in each age category) Silver and Bronze (minimum 7 gymnasts in each age category) Apparatus Medals for Vault, A. Bars, Beam and Floor will be presented in Voluntary In and Out of Age Level competitions only.
- Compulsory Levels will be awarded Certificates and NDP Grades will be awarded Certificates and NDP Badges.
- Judge Excellence Award Badges:**
- These badges will be awarded during the competition by the D Panel Judge for any exceptional performance or elements performed on that piece of apparatus.
- Event Warm Up timetable:** Please see the event timetable
- Parents at Events:** All Clubs take responsibility for the actions of their parents. No parent is allowed on the competition arena to approach either active Gymnasts, Coaches or Judges. Should this occur, the immediate expulsion of the related Club's gymnast(s) from the competition will be implemented.
- Medical Provision** Anyone requiring First Aid assistance should speak to the Competition Organiser on the Control table. It is recommended that all coaches have a First Aid kit with them for minor injuries.

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 at any time whilst 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. Coaches who are spectators are covered by the same rulings as parents/guardians

Anti-doping:

Testing may take place at any event.

The gymnast is held accountable if a prohibited substance is found in a sample provided, whether intentional or unintentional.

If a gymnast is taking medication it is vital that these are checked on a regular basis and if tested, declared. Medications may be checked on the website: <http://www.globaldro.com>

If a gymnast is currently on medication which is restricted or prohibited, or has a Therapeutic Use Exemption (TUE) certificate, it is necessary to ensure that BG /LG is aware of this and to ensure that the TUE certificate is available at the testing. For further information check www.british-gymnastics.org