

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

2nd & 3rd Nov 2019
Version 1.0 04-10-19

2ND-3RD November



IMPORTANT – PLEASE READ THE WHOLE DOCUMENT.

Dear Clubs and Coaches,

Congratulations on reaching the GfA Finals 2019.

Let me start by asking you to ensure you read the whole document. I would also be grateful if you can pass on relevant information to your parents to ensure our event volunteers do not need to field unnecessary questions, where the information could have been obtained prior to the event.

We have over 450 gymnasts taking part over two full days of competitions. Four rounds on Saturday and four on Sunday. I take a moment to thank our judges, event personnel, partners and of course our clubs for the extensive effort that goes into the Finals.

Above all else please ensure you and your gymnasts enjoy the finals.

You will see some changes to the arena (documented below) which will help ensure the production of the event is a fitting spectacle for the finals, but will also run seamlessly if we all pull in the same direction.

In addition, please remind yourself of the event rules. In particular, dress code, jewellery, electronic devices and appeals. These rules will be applied firmly and fairly.

For ease of understanding. Please be aware throughout the document I refer to Blue and Red floor. Blue Floor (L3 unsprung floor with blue mats. Red Floor (L4-6 sprung floor)

Having read the information, if you are uncertain of anything, please contact me on gfachair@london-gymnastics.co.uk. Please remember the latest event info can be found here: <http://bit.ly/gfafinalsinfo>

Best wishes,

Ben Murphy

Event Director, GfA Finals 2019

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Event Personnel

Event Director:	Ben Murphy
Event Manager(s) FOP	Kate Fitzgibbon
Front of House:	Anne McNeill & Faye Walsh
Judging Convenor:	Lauren Murdock, supported by Maria McLoughlin
Jury of Appeal:	Lauren Murdock and Maria McLoughlin
Ceremonies Manager:	Christine Brockbank
Medical provision:	Helen Korro
Welfare Officer:	Christine Cason
Volunteers:	The GFA Finals is entirely staffed by volunteers who give up their time to allow the event to run. London Gymnastics & Redbridge Leisure Centre takes a zero tolerance approach to abuse against our volunteers. You will be required to leave the premises if deemed to have contravened this rule.

Competition Timetable – Saturday 2nd November 2019

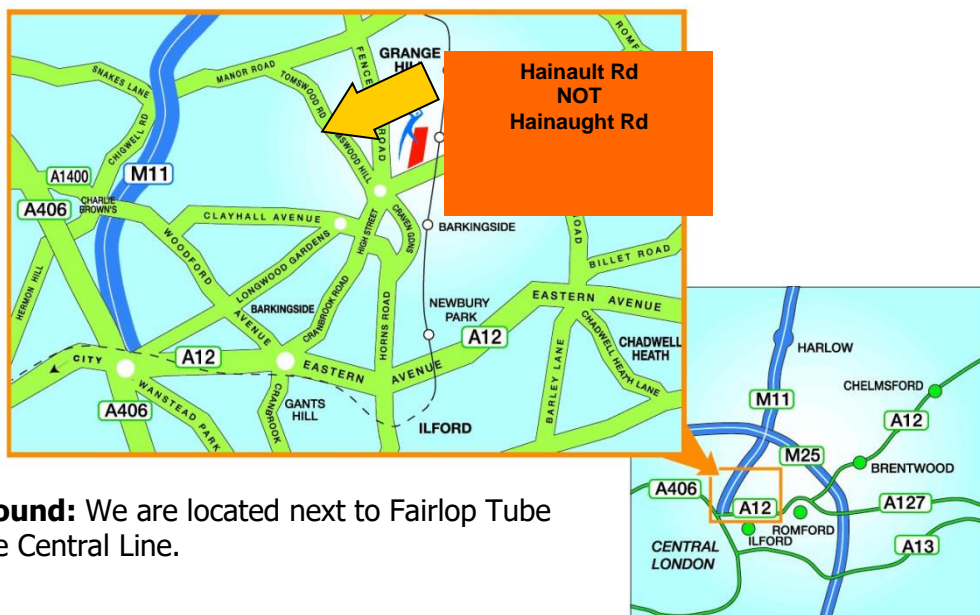
ROUND 1 – DOORS OPEN 08:15		
Time	Item	Location
08:15	Judges Meeting	Studio 1 – First Floor
08:45	Coaches Meeting	Arena Floor by gymnast seating
09:00	Registration Closes / Prep for March In	Between seating / Prep area
09:10	March In	L3 Blue Floor / L4-6 Red Floor
11:30	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor
ROUND 2		
Time	Item	Location
As advised	Coaches Meeting	Arena Floor by gymnast seating
11:00	Registration Closes	Between seating
11:45	Prep for March In	Prep area
11:55	March In	L3 Blue Floor / L4-6 Red Floor
14:20	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor
ROUND 3		
Time	Item	Location
As advised	Coaches Meeting	Arena Floor by gymnast seating
13:30	Registration Closes	Between seating
14:30	Prep for March In	Prep area
14:40	March In	L3 Blue Floor / L4-6 Red Floor
17:15	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor
ROUND 4		
Time	Item	Location
As advised	Coaches Meeting	Arena Floor by gymnast seating
16:30	Registration Closes	Between seating
17:30	Prep for March In	Prep area
17:40	March In	L3 Blue Floor / L4-6 Red Floor
19:50	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor

Competition Timetable – Sunday 3rd November 2019

ROUND 5 – DOORS OPEN 08:15		
Time	Time	Time
08:15	Judges Meeting	Studio 2 – First Floor
08:45	Coaches Meeting	Arena Floor by gymnast seating
08:45	Registration Closes / Prep for March In	Between seating / Prep area
08:55	March In	L3 Blue Floor / L4-6 Red Floor
11:10	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor
ROUND 6		
Time	Item	Location
As advised	Coaches Meeting	Arena Floor by gymnast seating
11:00	Registration Closes	Between seating
11:25	Prep for March In	Prep area
11:35	March In	L3 Blue Floor / L4-6 Red Floor
13:50	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor
ROUND 7		
Time	Item	Location
As advised	Coaches Meeting	Arena Floor by gymnast seating
13:15	Registration Closes	Between seating
14:05	Prep for March In	Prep area
14:15	March In	L3 Blue Floor / L4-6 Red Floor
16:35	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor
ROUND 8		
Time	Item	Location
As advised	Coaches Meeting	Arena Floor by gymnast seating
15:50	Registration Closes	Between seating
16:50	Prep for March In	Prep area
17:00	March In	L3 Blue Floor / L4-6 Red Floor
19:15	Competition End (including presentations)	L3 Blue Floor / L4-6 Red Floor

Venue information

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



By Underground: We are located next to Fairlop Tube Station on the Central Line.

Parking charges apply
PLEASE REGISTER YOUR CAR AT THE VENUE



On arrival at the Centre follow the road below PAST the first sports centre (red van pictured in photograph). The competition venue is the silver building top left. The Jean Brown Arena competition venue is pictured RIGHT. Please enter through the glass doors at the front and follow directions. London event staff will be able to direct you.

Ticket Prices

Ticket Price	Item
£8.00	Adult All-day ticket
£6.00	Concession (6-16 and 65+) fives and under go free
£14.00	Adult Weekend ticket (both days)
£10.00	Concession Weekend ticket (both days)

London Gymnastics is a CASH FREE organization. Only Debit/Credit Cards excepted. We do not have the facility at the event to take bookings for tickets over the phone or reserve tickets during the Event weekend.

Free Joma t-shirt for all finalists

Joma

There will be a voucher for a free commemorative GfA Finals t-shirt for all gymnasts. The voucher is available at registration.

Gymnasts will be able to use the voucher & additional money if they wish to purchase an alternative garment e.g. hoodie from the Elite stall in Studio 1

Merchandising Stalls

There will be a range of merchandising stalls, which will be available throughout the weekend.



Major sponsor to London Gymnastics will be selling a range of boys and girls gymnastics attire in the front foyer.



Elite Gymwear– selling a range of garments which can have print transfer added to them on site. Gymnasts will also be able to use their voucher here to collect their free shirt or upgrade it to a hoodie. Elite Gymwear can be found in Studio 1 on level 1.



Firebug Media are our official photographers who will take commemorative photos throughout the weekend for parents to purchase.

From arrival to competition (new procedures)

See in conjunction with Floor Plan in Appendix 2

1. Gymnast registration (upon arrival at the venue):

- a. Parents or coaches should bring gymnasts down the corridor from the foyer to the registration station located between the bleacher seating on ground level.
- b. The station is manned by our event staff who will help you register on the online screens and be ready to have your photo taken (this is displayed on the scoring screens).
- c. Once gymnasts are registered please return to the spectator seating (purchasing your tickets if required) and wait to be called to the "Gymnast preparation area".

2. Gymnast preparation area

- a. Please listen for announcements.
- b. Parents or coaches should drop their gymnasts to the Gymnastics Preparation area when called by our announcers (which is c. 10 mins prior to march in).
- c. Gymnasts will march in to the arena prior to a group choreographed warm up.
- d. At this point parents are not allowed to remain with gymnasts and should return to their spectator seats ready for the start of the competition.
- e. Within the Gymnast preparation area, our event personnel will line the gymnasts up into the groups they will be competing in.

Please note gymnasts must leave belongings/a small bag (only if necessary)/and a labelled drink bottle in the prep area. They cannot take bags onto the competition floor at any point, but can return to it during the event. No valuables should be left.

3. March in

- a. Under the supervision of our event personnel, gymnasts will make their way from the gymnast preparation area, along the ground floor corridor and store cupboard, and into our "Where stars are made" entrance tunnel.
- b. With the music thumping and flashing lights, the gymnasts will make their way onto their respective floor area.

4. Stretch Warm-up (group choreographed warm up)

- a. With gymnasts having come out of the tunnel, they will make their way onto the respective floor area for general warm up. Level 4 to 6 gymnasts will come out first and make their way to the Red sprung floor area.
- b. Next will be Level 3 gymnasts going to the Blue floor area.
- c. Once everyone has marched out of the entrance tunnel the 10 minute stretch warm-up will begin.
- d. We are delighted that we will have a star guest who is going to take all gymnasts through a group-choreographed warm-up. Coaches can remain in the gymnast seating area until the stretch warm-up is complete.

5. Apparatus warm-up

- a. After the warm up has finished, floor gymnasts line up in front of judges ready for their apparatus warm-up. Vault gymnasts make their way to the gymnasts seating where the Apparatus Marshall will call gymnasts forward to warm-up their two vaults before returning to the seating
- b. **Floor:** 1 minute 30 warm up (no flight skills) for each per panel, before gymnasts move to the corner of the floor for each gymnast to perform two cross tumbles ONLY. This will be directed by a coach from group.
- c. **Vault:** Each gymnast is entitled to two warm-up vaults.
- d. Once gymnasts have completed their apparatus warm-up they should return to the gymnast seating area.

6. Gymnast seating area

- a. All gymnast and coach seating is in a central location in front of competition control, and not positioned at each apparatus
- b. After apparatus warm-up gymnasts must all return to the gymnast seating area with the exception of the first gymnast competing in each area, who should wait by their respective apparatus and be informed when to start by our Apparatus Marshalls
- c. Please note each panel has been assigned a set of seats within the gymnast seating area. This space is for coaches and gymnasts when they are not called to compete.
- d. At no time should gymnasts or coaches be "hanging around" if not called to compete
- e. Colour coded signage will be displayed as to where to sit
- f. When it is the turn of a gymnast to compete, they will be collected by our Apparatus Marshall (who will be holding the appropriate colour panel clipboard) and make their way with the marshall to their apparatus. To support the flow of the competition, it's possible that gymnasts may be called together
- g. After completing their competition apparatus, the gymnast (and coach if appropriate) will immediately return to the gymnast seating area

7. Competition time

- a. **Floor:** When the gymnasts is taken to the floor by the marshall please ensure the gymnast is standing on the edge of the floor nearest to their starting position and the coach has the gymnast's number clearly visible.
- b. The Snr Floor Marshall will instruct you when to take to the floor and listen to announcement before then performing your routine
- c. **Vault:** Levels 4-6. Unlike previous years, each gymnast has been assigned to one of three vaults (as shown on the draw).
- d. It is vital that you warm-up and compete on the vault run selected
- e. Vault Marshals will direct the order of performance according to the pre-registered vault choices which correlates to the vault height chosen, and assigned to a particular vault run
- f. Coaches should ensure they show their Gymnast numbers clearly to the judges
- g. Vault Marshalls will ensure they have the correct gymnast, and display the gymnast number on the large screen at the end of the vault run, as well as holding aloft the coloured clipboard to ensure correct panel identification.

8. End of rotation:

- a. With all gymnasts back in the gymnast seating area, and when ready the next apparatus warm up period will be announced
- b. Gymnasts are not required to line up in front of judges in the second rotation
- c. The same rules as above apply to the warm up and competition for the second rotation of the round

9. End of competition and presentations protocol

- a. At the end of the final rotation, all gymnasts should be sat in the gymnast seating area
- b. It is expected that a display will take place on the floor area whilst the scores are calculated and checked
- c. During this time, each panel of gymnasts will be called from the gymnast seating area to line up in the corridor ready to march on for presentations
- d. It is essential that gymnasts remain in the order they have been placed
- e. Gymnasts from Level 4-6 will march out of the tunnel first, and make their way behind the Marshall to the red/white sprung floor area
- f. Gymnasts from the Level 3 competition will follow and make their way to the Blue floor area
- g. Once gymnasts have reached the floor they will be lined up in their respective panel groups and asked to sit down
- h. The presentations will then take place

The following presentations will be awarded

Presentation for each category	Award 1st, 2nd, 3rd
All Around ranking	Bronze, Silver and Gold medals 4 th , 5 th and 6 th Ribbon Winners Trophy
Floor Champion	Gold Medal & Trophy
Vault Champion	Gold Medal & Trophy

Pins

Gymnasts who Pin in the Final will be eligible to receive a pin separately. Pins will not be presented, but given to coaches on request.

Photos

During presentations there will be a very short period to pause for photos, taken by our official photographers.

Parents and coaches are invited to take photos against the London Gymnastics backdrop located on the first floor foyer area.

10. End of Presentations protocol

- a. Gymnasts will be marched back to the gymnast seating area
- b. Gymnasts will be released by club, and it is the responsibility of a coach from each club to take the gymnasts to the Preparation Area.
- c. From here the coach will ensure the gymnast is repatriated with their parents.
- d. it is vital that there is no hanging around for a chat, photo etc – coaches must hand over gymnasts to parents and ask them to move outside asap
- e. Parents will be called to the Preparation area by club to avoid overcrowding

Judging Information

Key information for Judges and Clubs

- 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 Lauren Murdock.
- It is club's responsibility to ensure that their named judge is fully aware of the dates and times for which they have been nominated.
- Judges wishing to withdraw and/or change their rota must inform the Judges' Convener within five days of the publication of the GfA Finals Workplan.
 - 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 does not pay the levy, their gymnast will be unable to compete, and the club will be banned from competing in next GfA competition
 - Exceptional circumstances for withdrawals will be taken in consideration.
- Judges should arrive in good time for the Judges' Meeting and be **wearing appropriate attire and shoes.**
 - Judges must wear the correct uniform, this includes a dark suit and white shirt/blouse
 - For those not owning a suit, a smart knee length skirt or tailored trouser must be worn
 - A suitable knitwear top is acceptable over the top of a shirt/blouse if the arena conditions become cold
 - Smart flat shoes should be worn (e.g. no heels)
- Judge evaluation sheets will be handed out at the judges meeting, and only these sheets can be used for judging exercises.
- Scores will be entered using GymData key pads, a copy of instructions have been sent to all judges in advance of the event, but further training at the venue is available upon request
- Each judging table will be equipped with a telephone which can be used to speak to the Jury of Appeal table
- During the judges meeting, guidance will be provided as to technical evaluation to consider during the judging
- Before leaving the arena at the end of the round, check with the Judges' Convener that it is correct for you to do so.
- If a coach, gymnast or volunteer approaches a Judge, with regard to a score, do not enter into a discussion, but refer them to the Jury of Appeal
- Judges should be knowledgeable of the Inquiry Process and form (Appendix 2)
- Judges should not use electronic devices whilst at the judging tables

Other important competition details

Coach registration and access to Field of Play:

- Registration for coaches is via online screens between the spectator seating
- Coaches must register at the start of each round of competition (even if registered for a previous round)
- Each competing club will be issued the appropriate number of wrist bands for that round (as per table below)
- After each round, the coach must hand back their wrist band in order to collect a new one for a subsequent round,
- The number of Coach FOP wristbands issued to a club is shown in the table below.
- All coaches will remain in the Gymnast seating area when not coaching
- Only one coach per competing gymnast can be at the apparatus
-

Number of coaches	Number of gymnasts
1	1
2	2
3	3
4	4 or more

Coaches briefing

- There will be a brief coaches' meeting prior to the start of each round on the arena floor.

Coaching Levels

Supervising coaches' membership level must be Coach or Life Members of BG and coaches must be qualified to a minimum of level 2. Coaches must have a current safeguarding certificate and Criminal Records Certificate (DBS).

Supervised Coaches

With the explicit authorisation of the lead coach, supervising coaches may coach skills at the maximum of 1 level higher than their current qualification before being allowed to participate in a LG Event, in this instance the supervising coaches must have completed the relevant course or module of the next coaching level covering those skills, although they may not yet be signed off as qualified.

Assisting Coaches

Assisting coaches' Membership level must be Assistant Coach (if Level 1), Gold, Coach or Life Members of BG before being allowed to participate in a BG Event. Coaches must have a current safeguarding certificate and Criminal Records Certificate (DBS). Please see Safeguarding section. Assisting Coaches cannot be responsible for the Gymnasts

Equipment specification:

As per competition rules.

Music:

Music files are taken from the qualifying Zone competition via BG Gymnet. Any new music uploaded during the GfA Finals entry, will replace the music from the Zone competition.

Coaches should bring a back-up CD, ipod, mp3 player with music to the event.
Gymnasts must check their music at registration.

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.

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.

Electronic devices on the Field of Play:

Gymnasts, coaches and judges must not use any electronic devices on the field of play including phones, videos, tablets. Those coaches wishing to follow scores, can either retrieve printed score slips, or can view a screen (not to be used by gymnasts), which will be set up to show the ranking list.

Competition Categories:

Gymnasts competed in age categories for both the North and South Zone competitions. Each corresponding age category is now bought together to compete against each other. The codes refer to Level first eg 5, then Gender eg G for girls, then a letter with A being the oldest category and the highest letter being the youngest gymnasts in a category. It is essential that coaches ensure their gymnasts' membership is up to date with BG, with the correct Date of Birth.

ICE PACKS & FIRST AID

If required, ice packs or first aid assistance can be sought from competition control desk.

Running Order - Please see separate Draw List.

The final running order is found here once published:

<http://bit.ly/gfafinalsinfo>

It is the responsibility of the competing club to ensure the gymnasts have been entered correctly, and that names are spelt correctly.

Gymnasts groups cannot be changed on the day so it is essential they arrive in time. The GfA TC reserves the right to run ahead of the published times as soon as all gymnasts are registered, or by the close of registration except for Round 1 & 5.

Information for Parents

A separate "Parent Information Booklet" with key information from this document can be found here. Please ensure it is share with parents.

<http://bit.ly/gfafinalsinfo>

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 gymnasts' parents are informed.

APPENDIX 1 – Score Inquiry form

- Coaches may not approach the judges to discuss gymnast's scores
- Accredited supervising coaches may submit a written inquiry, for their own gymnasts
- Only the difficulty score may be questioned.
- Video or photographic evidence will NOT be accepted.
- The inquiry decision of the Appeals Panel/Superior jury is final.
- An inquiry must be submitted with a fee of £25.00, refundable if the inquiry is successful
- Inquiry must be submitted before the end of the rotation, and if it is the final gymnast, then within 10 mins of the published score
- Inquiry forms to be collected and returned to the Jury of Appeal table

<i>Gymnasts name:</i>	
<i>Gymnast number:</i>	
<i>Category code:</i>	
<i>Club:</i>	
<i>Supervising Coach name</i>	
<i>Awarded Difficulty score</i>	
<i>Expected Difficulty score</i>	
<i>Outline of Inquiry:</i>	
<i>Signed :</i>	
<i>Inquiry panel /Superior jury response</i>	
<i>Time Inquiry received:</i>	
<i>Inquiry up-held</i>	
<i>Inquiry not up-held</i>	
<i>Signed:</i>	

APPENDIX 2 – Arena Plan

