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

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

Your child is competing on: Saturday 29th June / Sunday 30th June in the Level 3/4/5/6 Competition in Round: **1/2/3/4/5/6/7.** Please arrive at the venue at (insert time)

For Round One and Five, gymnasts enter through the main doors and walk to the middle set of arena doors where they will meet coaches who will register them. For all other rounds, on arrival parents and gymnasts go down the 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 on the floor 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 gymnast has a **SMALL** named bag to hold their water bottle, there should be enough room to put their shoes, socks, tracksuit in. This may be left in warm-up, but otherwise must remain with the gymnast at all times. No coats, food etc should be taken with gymnasts.

**Spectator tickets** are £7.00 per adult for the day,£5.00 for 6-16s and over 65s, 5s and under go free. Tickets can be bought on the day by **electronic card payment only**. London Gymnastics no longer takes cash. Gymnasts also gain free entry on the day they are competing. There is a **car parking fee** at the centre.

As usual we will have the London Gymnastics Shopping Mall with Zone Leotards, Elite Printwear (T shirts) and a professional photographer. 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 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)