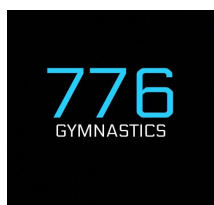




# **776 Four Piece Competition Handbook**

Host club – 776 Gymnastics

Competition Organisers' name: Kelly Westwood



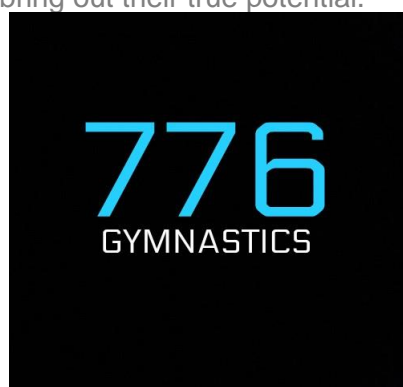
**British  
Gymnastics**



## About

### Host club

At 776 Gymnastics, you'll find the creative and comfortable learning atmosphere you have been hoping for. Located in Mansfield, our Gymnastics Academy has been shaping minds and refining skills to competition standard since 2010. We are privileged to teach students at all skill levels from beginners to Elite gymnasts, offering them a unique environment and experienced coaches to bring out their true potential.



### British Gymnastics

British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

British Gymnastics provides a national directive and structure for the sport; delivering a range of opportunities across the age spectrum to take part and stay in gymnastics, as well as developing talent and delivering top-level success.

The British Gymnastics strategy aims to meet the following vision and core purpose:

- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.



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## Competition details – Overview

Welcome to the **776 Four Piece Competition 2020**, within this pack you will find all the details to participate within our competitions, support by British Gymnastics.

The aim of this gymnastics competition is to provide an opportunity for gymnasts to participate within a recreational and fun competitive environment. This competition breaks down the 'Key Skills' involved in General Gymnastics (also the other disciplines) and builds them up towards more challenging skills which gymnasts love to do in any environment.

Helping to create a pathway, this event is designed to be the next step from Key Steps/Next Steps competitions, building gymnasts up towards GfA County and Regional competitions.

### Who can enter?

This competition is for:

<b>Gender</b>	Boys and Girls
<b>Age</b>	5 – 16+ years  Gymnasts must be of age [to enter the appropriate category] on the <b>date</b> of the competition.  <b>For example:</b> A gymnast needs to be 6 years old by the 24 <sup>th</sup> May 2020 to enter the 6 years age category.
<b>Ability</b>	This competition is aimed at gymnasts training a maximum of 1 – 3 hours per week (category dependant).
<b>Club, County, Region</b>	This is open to all British Gymnastics registered clubs.

See '[Category breakdown](#)' and '[Entry restrictions: Gymnasts that have...](#)' for specific details.

### Time and date

<b>Date(s):</b>	24/05/2020
<b>Estimated start time: *</b>	9:00
<b>Estimated end time: *</b>	13:00
<b>Programme circulation:</b>	14/05/2020

**\*Note:** The start and end times are estimated and subject to change pending entries received and category breakdown. Maximising your experience is vital, please be patient with the Competition Organiser.



### Venue and address

<b>Venue name:</b>	776 Gymnastics
<b>Address and postcode:</b>	Unit B, Malt Park, Maltkiln Ln, Newark – NG24 1HN
<b>Google maps link:</b>	<a href="https://www.google.com/maps?q=NG24+1HN">https://www.google.com/maps?q=NG24+1HN</a>

### Theme

<b>This event has the following theme:</b>	No theme
--	----------

### Entry costs overview – Clubs, Gymnasts, and Spectators

<b>Cost per competing gymnast:</b>	£15.00
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<b>Also required as part of entry:</b>	<b>Volunteers</b>	<b>Display group or individual to perform between rounds</b>
	If you have any volunteers that would like to help out	If you have a display group that would like experience

<b>Cost per spectator:</b>	<b>Adult</b>	<b>Child (under 16 years)</b>	<b>Infant (under 5 years)</b>
	£5.00	£5.00	£5.00
	Spectator fees are paid on the day of the event, on arrival to the venue.		

Please be aware, there is limited seating. Please speak with the Competition Organiser if you have a large group of spectators attending.

<b>Cost for no allocated judge (per club):</b>	£50.00
<b>Cost for no show judge (per judge):</b>	£100.00

If you don't have a judge, please contact the British Gymnastics Competition Coordinator to discuss support options.

**Note:** See [Judge Requirements](#) section for specific requirements

Any gymnasts, coaches, spectators, or judges requiring additional requirements please state on the entry form.





### Entry method and closure date

Entry method:	Email – <a href="mailto:info@776gymnastics.com">info@776gymnastics.com</a>
Entry opening date:	07/02/2020
Entry closure date:	12/04/2020

#### Note:

- The Competition Organiser holds the right to close the entry period early if the maximum entries have been reached.
- Disability entries to use the disability tab of the entry form

### Payment method

BACs transfer:	
Name:	776 Gymnastics
Account number:	24270168
Sort code:	30 – 91 – 91
Reference:	776 4P Comp [club name]

Please ensure the correct amount is paid upon entry. Without payment, entry **will not** be counted.

Upon entry please state when you will expect payment will be received by the hosting club, as this can affect organisation planning, and would be greatly appreciated.

### Key contacts

#### Contacts for this event

Competition Organiser:	Kelly Westwood	01623 620803	<a href="mailto:info@776gymnastics.com">info@776gymnastics.com</a>
Venue contact:	Kelly Westwood	01623 620803	<a href="mailto:info@776gymnastics.com">info@776gymnastics.com</a>
British Gymnastics Competition Coordinator:	Jack Duggan	07584517635	<a href="mailto:jack.duggan@british-gymnastics.org">jack.duggan@british-gymnastics.org</a>
	Karen Colman	07584515030	<a href="mailto:karen.coleman@british-gymnastics.org">karen.coleman@british-gymnastics.org</a>
	Polly Hucker	07584515030	<a href="mailto:polly.hucker@british-gymnastics.org">polly.hucker@british-gymnastics.org</a>

### Keeping in ‘the loop’



- **For general updates to this event** – Register your interest within the Competition Organiser
- **For ongoing event updates** –
  - Log into your Membership on the British Gymnastics and amend your 'Preference' within the GymNet section.
  - Follow the various Facebook pages (click image for direct link to page):





## Entry details

Please see the following sections for initial details regarding entries:

- [Entry costs overview - Clubs, Gymnasts, and Spectators](#)
- [Entry method and closure date](#)
- [Payment method](#)

### Late entries

Entries received after the entry closure date may incur the following administration charge:

<b>Late entry fee:</b>	No late entries
------------------------	-----------------

If you believe your entry will be late, please contact the Competition Organiser to discuss your situation. Each case is taken on individual basis.

### Changing of a gymnast involved in the competition

#### Pre-event entry closure

If a gymnast is unable to attend the event for a specific reason (injury, illness etc.) then you are welcome to transfer (change) the gymnast so you maximise the opportunity for your club.

- Not submitted your entry yet? – You can manually amend your entry form.
- Submitted and/or paid for your entry? – You will need to email the Competition Organiser to request a transfer in gymnast, as this must be done manually.

#### Post event entry closure

Contact the Competition Organiser to discuss your individual situation and the stage of event organisation. It may be too late to alter/re-do any preparation that has been completed for the big day.

If a transfer is accepted and must be done manually, the Competition Organiser will need the following details of both the old and new gymnasts:

- Full name
- DOB
- Membership number
- Category – Level and Age

### Withdrawal of entry

To withdraw a gymnast please email the Competition Organiser with the following details:

- Full name
- DOB
- Membership number



- Category – Level and Age
- Reason for withdrawal

### Fees to withdraw

If the withdrawal is:

- **After the closure date** – Full cost of the entry fee.
- **Before submission of the entry** – No fee has been charged.
- **Before the closure date** – No fee will be charged as part of consumer rights.

### Confirmation of entry

Upon entry and payment of entry; you will receive a confirmation email for your entry.

## Structure and programme

### Type, level, and pathway

**Competition type:** GfA Four Piece

**Competition level:** Levels 1 to 4

**Competition pathway:** The following diagram provides a generic overview of the pathway this type of event has up to Regional level.



The segments highlighted in red are those which this competition is focusing on.

Each discipline will have specific pathway requirements; please see the [British Gymnastics Technical pages](#) for further details.

See the [Gymnasts that have...](#) section of this document for details regarding any specific entry levels restrictions e.g. gymnasts that have entered Women's Artistic competitions prior to this competition.

Each level has been designed to progress gymnasts within a Gymnastics for All environment but also to align to the British Gymnastics General Gymnastics/Gymnastics for All Educational pathway. If you have developed your gymnasts to a higher standard (which is great) then exploring other discipline competitive pathways maybe an option – Please see your specific British Gymnastics regional web pages for discipline representative contact details on how to progress further.

### GfA Four Piece Competition

Levels 1 – 4

Handbook

Boys and Girls



### Confirmation of programme

After the entry closure date, the Competition Organiser will finalise the competition programme/running order and circulate this with all clubs involved.

If you haven't received an email of the competition programme five days prior to the competition start date, please contact the Competition Organiser.

**Note:** Sometimes emails can get moved to 'junk mail' boxes without our knowledge, please check prior to contacting the Competition Organiser.

### Pre-planned structure of competition

Below is a guide of the structure of the competition, this will be adapted and confirmed after the closure date.

**Note:** Some competitions may be broken up into separate smaller competitions to suit the number of entries/categories, for example a morning and afternoon competition using the same templated programme.

Activity	Estimated time
Arrival	9:00
Registration	9:00
Door open for spectators	9:00
Coaches and judge's briefings	9:15
General warm up	9:20
Competition begins	9:35
Rounds including change over, intervals, apparatus warmups, performances	
Presentation	12:30
Photo opportunity	12:50
Competition ends	13:00

### Category breakdown

Within this competition the categories are as follows:

Category	Categories			
	Level 1	Level 2	Level 3	Level 4
Age breakdown	5 years	6 years	7 years	8 years
	6 years	7 years	8 years	9 years
	7 years	8 years	9 years	10 years
	8 years	9 years	10 years	11 years
	9 years	10 years	11 years	12 years
	10 years	11 years	12 years	13 years
	11 years	12 years	13 years	14 years
	12 years	13 years	14 years	15 years
	13 years	14 years	15 years	16 years
	14 years	15 years	16 years	



	15 years 16 years	16 years		
<b>Disability</b>	<p>Open to all Disability Gymnasts.</p> <p>Depending on the number of, ages, requests of adaptations, and disability classifications post entry closure will determine the number of and type of categories.</p> <p>Contact the Competition Organiser to discuss options at this recreational event.</p> <p>Also see '<a href="#">Disability Gymnasts: Adaptations</a>' and '<a href="#">Disability Gymnasts: Classification of impairment</a>' sections for further information.</p>			
<b>Gender</b>	All	All	All	All
<b>Apparatus</b>	Floor Vault A Bars Beam	Floor Vault A Bars Beam	Floor Vault A Bars Beam	Floor Vault A Bars Beam

#### Notes:

- Depending on the number of entries in each category after the closing date, some categories are subject to change.

**For example:** 7 years category may become two groups of 7 years, Jan – Jun born and Jul – Dec born. This may also work in reverse, for example; 5 and 6 years will join as there are only two gymnasts in each age group entered. This will be down to the discretion of the Competition Organiser, but this will be communicated prior to the competition date.

- Gymnasts must be of age [to enter the appropriate category] on the **date** of the competition.

**For example:** A gymnast needs to be 6 years old by the 14<sup>th</sup> May 2020 to enter the 6 years age category.

- Gymnasts to compete in the same level on all apparatus.
- In fairness to all gymnasts, the coach should decide at what level gymnasts compete.
- Gymnastics for All (GfA) rules are designed to be inclusive:
  - Gymnasts with additional needs may take part within a mainstream category or a disability specific category.
  - If any gymnasts have specific additional needs/support, please make the Competition Organiser aware upon entry.



- There are two entry forms types; mainstream 'Entry form' and the 'Entry form – Disability Gymnasts' which gathers further detail about the gymnast classifications and additional needs in comparison to the mainstream entry form.

### Gymnasts that have...

- Entered GfA or Artistic competitions **must** enter Level 3 or 4.
- Entered GfA or Artistic competitions and won a medal **must** enter Level 4
- Entered Regional competitions and won a medal **must** enter Level 3 or 4.
- Entered above Regional level **aren't eligible** to enter Gymnastics for All competitions.
- Entered Women's Artistic County or Regional competition or grades **aren't eligible** to enter Gymnastics for All competitions.
- Competed within Club Grades **can** enter.
- Entered all levels of display festival **can** enter this competition.
- Have more than one type of training session each week (e.g. GfA, Tumbling, and Trampolining) **would need to** combine their training hours to gain their total training hours, to compare against the [Maximum training hours](#) requirement.
- Competed within other recreational club, schools and leisure centre (inter and intra) type competitions **can** enter this competition.
- Been a former Performance Gymnasts wishing to compete at a lower level may do so, but must not have competed for **one year**, and enter at the advance more Levels

**Note:** With all points, the discretion of the coach's professional judgement on the level which a gymnast should enter; and they should not advance the gymnast beyond their level or hold the gymnast back for the success of the club.

Apart from the above restrictions, you may enter any gymnasts at any level e.g. a gymnast could enter the Level 3 although they have never entered a competition prior. Thus, keeping in mind the physical and psychological factors involved with entering a gymnast at a higher level as their first time.

### Maximum training hours

To ensure a fair competition, we have enforced the following maximum training hours per week:

Maximum training hours per week
---------------------------------





Level 1	Level 2	Level 3	Level 4
Two	Two	Three	Three

This applies to each individual gymnast and includes all training hours no matter discipline.

### Adaptations: Disability or Mainstream category?

When deciding with your gymnasts if they wish to enter a competition, you need to discuss if they wish to enter as into a mainstream category or a disability category.

To support gymnasts, integrate into mainstream gymnastics there can be certain adaptations allowed without effecting how the gymnasts are scored/judged. If you would like to discuss any possible adaptations prior to entering this event, please contact the Competition Organiser whereby you can discuss the most suitable option based on the needs of the individual.

Gymnast will be categorised into impairment groups dependant on the number of entries as you will see in the classification section below.

### Entering: Mainstream category

Following the process set in the [Entry method and closure date](#) section, completing the 'Gymnasts details' tab.

### Entering: Disability category

Following the process set in the [Entry method and closure date](#) section, completing the 'Gymnasts details – Disability Gymnasts' tab.

### Disability Gymnasts: Classification of impairment

As part of your entry form you will be asked to select the most appropriate classification(s) for your disability. This will help the Competition Organiser to organise the most appropriate categories for the competition. The Competition Organiser will use a similar process to create the appropriate categories for this event:

	Are the gymnast's mainstream or disability?	What level are they	Male or Female?	How old are the gymnasts?	What adaptations are required?	How do the previous info fit into the classification of impairments?
Competition Organisers options	Mainstream Disability	Level 1 Level 2 Level 3 Level 4	Male Female	5 years 6 years 7 years 8 years 9 years 10 years 11 years 12 years	Individual basis	Hearing Visual Physical Learning



				13 years		
				14 years		
				15 years		
				16 years		

#### Notes:

- Depending on the number of entries in each Classification of Impairment category after the closing date, some categories are subject to change.

This will be down to the discretion of the Competition Organiser, but this will be communicated prior to the competition date.

- If you are unsure of your Classification of Impairment, please contact the British Gymnastics Competition Coordinator for guidance – see [Key contacts](#) section.

#### Rewards and gifts

As part of this competition **every gymnast** will receive:

Participation certificate

As part of this competition **winning gymnasts** will receive:

Medals - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> in category

Medal – Overall highest scoring per apparatus

See '[Category breakdown](#)' for explanation of categories.

#### Performance details

##### Warm up

There **isn't** a warmup hall for the gymnasts. The programme will include a general warm up at the start of the competition but also per apparatus.

There will be approximately **5 minutes** per apparatus for the apparatus warm up.

Attempts/timings subject to change at the Competition Organisers discretion.

Timings subject to change at the competition organisers discretion.

#### Music licencing – PPL/PRS

##### Music requirements for this event

<b>Music is required for the following categories of this competition:</b>	<ul style="list-style-type: none"> <li>Level 3 Floor – Optional</li> <li>Level 4 Floor – Optional</li> </ul>
--	--

**Note:** Timings etc. requirements are stipulated on specific 'Skills and Tariff sheets'.



### Pre-event music requirements

<b>Music submission date deadline:</b>	12/04/2020
<b>Music submission method:</b>	Email / Online transfer
<b>Music format:</b>	MP4 / MP3

Music submission must include the:

- Club/team
- Gymnast full name
- Category

Please ensure you are aware of the stipulations placed on the event and all clubs wishing to use music, by PPL.

If you wish to use music in your gymnastics environment, you require a PPL/PRS licence. More information can be found: <http://www.ppluk.com/I-Play-Music/Businesses/>

To check your music is permitted for use, the PPL UK website lists online all the music that can be used:

[https://repsearch.ppluk.com/ars/faces/pages/audioSearch.jspx?\\_afLoop=12521061282463709&\\_afWindowMode=0&\\_adf.ctrl-state=27kf5b2cs\\_4](https://repsearch.ppluk.com/ars/faces/pages/audioSearch.jspx?_afLoop=12521061282463709&_afWindowMode=0&_adf.ctrl-state=27kf5b2cs_4)

No Walt Disney, Andrew Lloyd Webber or Cirque de Soleil music is permitted.

### Event day music requirements

Please ensure you bring a copy of your music on the day. Ideally within the following formats:

- Aux point to laptop (bring own cable)

Please note that although very-low risk, any damages are your own responsibility and not the host or the Competition Organisers.

The host venue will also be abiding by the PPL/PRS licencing laws. Therefore, their maybe background music being played to help create a calming atmosphere. This will be the competition organiser/venue representatives' discretion.

### British Gymnastics guidance on PPL/PRS

Within the above information there is some guidance/useful links taken from the British Gymnastics website. For full details please go to <https://www.british-gymnastics.org/clubs/club-membership/music-licensing-ppl-prs>



### Lining up

Please ensure that at the following times the gymnasts line up and present to the audience and judges:

- At the start of the competition (as a team)
- Before the performance
- After each individual/team performance
- During the awards ceremony (as an individual/team)

### Skill requirements and Tariff sheets

Skills requirements for this competition can be found in the 'Skills and Tariff sheets', accompanying this handbook.

These sheets have been designed to be:

- Easy to read for each level
- Shorter documents so can be used in the gym
- Can be personalised to each gymnast as be used as a 'work sheet' within the gym and at home (where appropriate)

Please ensure you bring **one per apparatus** copies of the Tariff sheet on the day and hand them in during registration.

### Repetition of skills

**Floor** – You are required to select eight skills from a range of categories (see Skills and Tariff sheet for details). Each element must be different, repeated elements won't be counted and may gain deductions.

**Vault** – Each gymnast is to perform two vaults. These can be the same or different elements; the highest scoring element will be recorded.

**A Bars** – You are required to select five elements from three categories (see Skills and Tariff sheets for details). Each element must be different, repeated elements won't be counted and may gain deductions.

**Beam** – You are required to select nine elements from a range of categories (see Skills and Tariff sheets for details). Each element must be different, repeated elements won't be counted and may gain deductions. Linking movements aren't judged and maybe repeated if required.

### Missing elements

Any routines with missing elements (skills) will receive a 0.5 deduction from the Judge.

### Floor – Restarting

Where music has disturbed the gymnast due to a malfunction or incorrect use of, the music can be stopped/faded out and the gymnast come to safe stop. After which they can restart their routine from the beginning.



Although preferred not to for event time management (e.g. the more times it happens the later the event will finish), this is a General Gymnastics competition and the focus is the gymnasts.

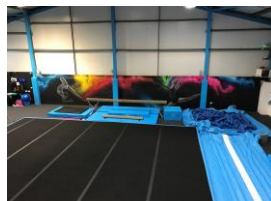
### Apparatus

The following equipment and apparatus will be used for these competitions:

Apparatus	Specific use for	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor	Level 1 Level 2 Level 3 Level 4	Continental	Size = 10m x 2m (1 strip)	
Springboard and landing mat	Vault options A and B	Generic	Mat height = 0.3m	N/a
Table vault	Vault options C, D, E, F, G, J and K	Continental	Height = 1.1m+	
Table vault and mats	Vault options H, and I	Continental	Height = 1.1m	
A Bars	Level 1 Level 2 Level 3 Level 4	Continental	Adjust to suit gymnast	





Beam	Level 1 Level 2 Level 3 Level 4	Continental	Adjust to suit gymnast	
------	--	-------------	------------------------	---

If you have any specific questions regarding the apparatus, please contact the Competition Organiser.

### Deductions

You will find general deductions in the 'Skills and Tariff Sheets' accompanying this handbook.

### Judge slip example

When you are nominating a judge, you may wish to show them the below judge slip. This judge slip may be like what the judges will be using on the day to work out each gymnast final score.

From this score sheet you can see how important it is for you as a coach to understand the tariff sheets correctly for judges to be able to 'judge' efficiently and keep the flow of the competition moving smoothly.

### Example of judge's deduction processing

Floor		Vault	
No.		Gymnast name:	
This is based on the skills performed		DV score (including bonus):	
		C score:	
		Execution starting score:	10.00
DV score + C score + Execution starting score =		Starting score:	
What errors have they done against the requirements (max 10.0)		Execution deductions:	
Starting score – Execution deductions =		Final score:	

### Appealing a judge's decision

Any appeals of a judge's Difficulty Value (DV) score decision need to be given to the head judge and must be submitted prior to the end of the competition.



Appeals must be submitted by the gymnast' coach only.

This is a friendly, low-pressure, fun competition and we want to create a fair environment. We will strive to provide everyone with the best service possible.

Video evidence will not be accepted on any grounds.

## Club, school, and leisure centre requirements

The following table provides information on the level of British Gymnastics membership each gymnastics environment requires to enter this event:

Environment	Club	School	Leisure Centre
Level of membership	BG Club membership	BG Club membership	BG Club membership
	Further details can be found on the British Gymnastics website - <a href="https://www.british-gymnastics.org/clubs/club-membership/fees">https://www.british-gymnastics.org/clubs/club-membership/fees</a>		

## Judge, Coach, Gymnast requirements

The following table provides requirements for Judges, Coaches, and Gymnasts that are to be involved within this event:

Role/ Requirement	Judge	Coach	Gymnast
Requirements per club entry	Minimum requirement = 1 judges per club	A British Gymnastics Level 2 (and above) coach can take a team of gymnasts into the competition area (minimum requirement).  Level 1 coaches can support the lead coach(s).	For everyone's safety, all gymnast must be suitable experienced to perform their chosen skills and routines and must have completed the skill in their own coaching environment to a point of competency.  For example, it can't be the first time they have completed the skill.
	Only those listed on the entry form will be allowed within the competition area.		
British Gymnastics ratios	N/a	1 coach : 8 gymnasts	
Qualifications	Minimum = Intro To... Judging qualification  Ideally = Floor and Vault judge, Club level judge qualification in any of the following disciplines; Men's Artistic, Women's Artistic,	Appropriate British Gymnastics qualifications must be held to deliver the selected skills.  See ' <a href="#">Skill requirements and routines</a> ' for further details.	All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.



	TeamGym, Tumbling, Trampoline, DMT  <b>Note:</b> Judging guides will be provided on the day.	<b>Lead coaches</b> must be qualified one of the following: WAG, GG  <b>Supporting coaches</b> can be qualified in one of the following: MAG, WAG, GG, TG, TUM	
<b>DBS</b>	Yes	Yes	No
<b>Safeguarding training</b>	Ideally	Yes	No
<b>Experience and abilities</b>	No judging experience is required but some experience/knowledge of Floor and Vault would be beneficial.  Judging guides will be provided on the day for those who haven't judged at this type of competition before.	Experience within delivering/supporting all skills which gymnasts are performing.	Gymnasts must be at a point of competency (within their own environment) to perform their chosen skills and routines.  For example; it can't be the first time they have completed the skill.
<b>Membership</b>	BG Bronze judge membership  <a href="#">British Gymnastics guidance</a>	Supervising coach = BG Gold, Joint Gold, or Life Member  Assisting coach = BG Silver (if level 1), BG Gold, Joint Gold, or Life Member  Volunteer = No membership required but must always be accompanied by a named coach  <a href="#">British Gymnastics guidance</a>	BG Bronze gymnast membership  <a href="#">British Gymnastics guidance</a>
<b>Attire</b>	Ideally = FIG standards – Navy trousers/skirt, white shirt.  Allowed = Black trousers/skirt, white shirt.	Suitably recognisable by all.  Appropriate to spot/support gymnasts during practice and performance.  Following BG Education guidance.	Clothing = Tight fitting shorts, T-shirt, Leotard, Leggings, Leotards preferred if not shorts, matching gymnastic shorts may be worn but not cycling shorts.  Hair = Neat and tidy, tied back from the face.  Feet = Bare or gym shoes  Rest/waiting times = Optional



			Judges must be able to see clearly the angles of which the arms legs etc. are bending at for accurate scoring. This is also a safety issue if any supporting is required by a coach.
<b>Payment arrangements</b>	It's not the host clubs' responsibility to financially support the judges to attend this event.	It's not the host clubs' responsibility to financially support the coaches to attend this event.	N/a
<b>Transport arrangements</b>	Judges are required to organise their own method of transport to and from the competition at the appropriate times.	Clubs and coaches are responsible for organising appropriate transport to and from the event.  <a href="#">British Gymnastics guidance</a>	
<b>Jewellery and body adornments</b>	Please set a precedent for coaches, gymnasts and spectators of professionalism.	British Gymnastics has a strict no jewellery policy during training or performance. Please ensure all piercings and body adornments are removed prior to the competition.  <a href="#">British Gymnastics guidelines</a>	
<b>Additional requirements</b>	If any anyone has any additional requirements to support their time during the event e.g., they have a disability that requires additional support or consideration by the Competition Organiser. Please add this into your competition entry.		

If requirements are not upheld, then the Competition Organiser has the right to withdraw your (and possibly your clubs') right to step into the competition area.

If your club is unable to find a judge (or doesn't have one) please don't worry. Contact the British Gymnastics Competition Coordinator to discuss your options and how you can gain/train a judge. See [Key contact](#) section.

### Volunteers

Volunteers are to be listed on the entry form to ensure that anyone providing support is allowed within the competitive area, including waiting and warm up areas.

Volunteers must be DBS checked and must always be supervised by a qualified coach.

Volunteers are not coaches' and therefore not allowed to 'coach'.

## Facilities on-site

### Spectator area and disabled access

Seating is upstairs on the balcony.

Currently there isn't a lift, therefore if you require assistance to the spectating area please contact the venue directly prior to the event to arrange (this may not be able to arranged on the day).

### Food and drink

There is a café available on-site with light snacks and hot/cold drinks.



### Toilet and changing facilities

There are toilets and changing facilities (including baby) on-site.

### On-site entertainment

On the balcony there isn't a specific break away area although if the little ones become tired of the excitement of gymnastics there will be space at the back of the spectating area for them to stretch their legs.

### Car parking

There is approx. 40 car parking spaces on-site (free).

There is also a shopping precinct within a 2 minute walk with plenty of parking (parking charges may apply).

### First aid and welfare

The following provision will be available during this event:

- Trained First aider
- Trained Welfare Officer

These roles will be highlighted during the coaches and judges' briefings.

It would be most helpful if the supporting coach from each club is First aid trained (or more) particularly to support their own gymnasts, however this isn't essential.

## Regulations

### Standardisation

Unless stated these regulations have been created to help standardise competitions within recreational events.

### Etiquette

While competitions can become competitive, please ensure you support every gymnast, coach and parent/guardian involved. Everyone has been involved at some point and every competition/event is a celebration of those efforts.

It is important that the access to the 'Officials area' (judges, scoring, music etc.) is restricted to authorised personnel only.

The Competition Organiser has the right to withdraw any entry/entries where appropriate etiquette and professionalism isn't upheld before, during and after the event. This therefore could affect future attendance at events and become a welfare issue.

### Photography

It is your responsibility as the coach in charge of your entered team/club to be aware, and have records, of anyone that can/can't have their photo/video taken for media purposes. If you have anyone that can't, please ensure the Competition Organiser is aware prior to the

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date of the event so they can inform the appropriate persons so that any photography/video of them is avoided. **This can be done via the 'Entry form'.**

The following information is taken from the British Gymnastics policies and must be passed onto those who will be representing your club at this event, including spectators. At various points throughout the day the hosting club will also announce this information:

In the interests of child protection, photographs and video may only be taken during today's event in accordance with conditions set by British Gymnastics. Summaries of these conditions are on display and you can see a copy of the full conditions at **reception**. Photos may only be taken for personal use. Unless specifically accredited to do so, you may not take photos for sale, other commercial use or for publication in printed or electronic form, such as on websites.

Some photos may be published by Clubs, but this may only be done in accordance with the British Gymnastics Child Protection Policy.

**There maybe a professional photographer at this event, although this hasn't been confirmed – those entering will be informed.**

If you have any concerns about the identity or actions of any photographer or if you believe that any unsuitable photos are being taken, you should report your concerns to **Welfare Officer/Floor Manager**. In the interests of child protection please do let us know of anything that may be damaging to the welfare of a child.

The **use of flash or supplementary lighting is not permitted** while gymnasts are warming up or competing. Please make sure that the flash is turned off on any device being used as your camera.

The **use of live streaming is not permitted** during any part of this event.

When 'posting' images on personal social media please ensure the following to reduce the risk of publication of the image (this isn't the full list but key from the policy):

- **Personal details are kept to a minimum** – Use of their first name only etc.
- **Suitable, sensible, and appropriate image taking/selection** – Avoid such skills as splits and sensitive areas on the body
- **Blur anyone else out of the image** – Use technology to blur others out the image (if you can't, don't take/post the image)

If the Competition Organiser/Welfare Officer suspects inappropriate photography or filming, the Officer/Organiser should exercise their powers under the conditions to request



the person to leave the venue and to surrender any film and/or delete any images relating to the event.

For full details please see the British Gymnastics policies:

- **British Gymnastics Photography Regulation** – <https://www.british-gymnastics.org/documents/footer-menu-items/british-gymnastics/3276-photography-policy/file>
- **British Gymnastics Safeguarding Children: Safe environment Policy** – <https://www.british-gymnastics.org/documents/departments/membership/ethics-and-welfare/safeguarding-and-protecting-children/7769-safeguarding-children-safe-environment-06-2016/file>

### Feedback and complaints

All events are set up with the sport at the heart, although finding out how to improve services is key to customer excellence. Your positive and constructive thoughts how the event/service was organised/delivered would be greatly appreciated; you can do this via either/both:

- **Completing**, our online Feedback Form – <https://www.surveymonkey.co.uk/r/HTKND2D>
- **Contacting**, the Competition Organiser (within five working days of the event date)

### Health and safety

#### Overview

The health, safety and welfare of all participants (gymnasts, coaches and officials) is the primary consideration. All British Gymnastics policies and procedures will be rigorously applied with regards to health, welfare and safeguarding and protecting children.

The intention of the event is to create a friendly and no-stress/low-pressure environment for all those involved, while allowing gymnasts the opportunity to challenge themselves to do their best. Ensuring the safety of the gymnasts, no matter their age, is a priority in the event set up, programme design, and risk assessment, using the guidance set out by British Gymnastics in its Safe Coaching Practice document – <https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/8851-h-s-guidance-safe-coaching-1/file>

#### Risk assessments

Risk assessments have been carried out for this event but if you feel there is something/one that may require additional assessment please contact the Competition Organiser ASAP with specific details.

While risk assessments for the event have been completed, your club is responsible for specific risk assessments related to your club e.g. travelling to and from the event etc.

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## Welfare

As part of your risk assessments and preparation for the event, please consider the welfare of individual gymnasts, including such items:

- Clothing not being revealing/embarrassing for males, females, and transgender gymnasts/coaches/judges.
- Age of gymnasts when changing, socialising etc.

The British Gymnastics Health, Safety and Welfare policy has guidance on such areas and there are a few videos/courses which may help you also:

Resource Title	Type	Link
British Gymnastics Health, Safety and Welfare policy link	Policy	<a href="#">Link</a>
Risk assessment training for clubs	British Gymnastics eLearning course	<a href="#">Link</a>
GDPR Data Security	British Gymnastics eLearning course	<a href="#">Link</a>
GDPR Implementation	British Gymnastics eLearning course	<a href="#">Link</a>

## Allergies

As part of the safety for everyone, please ensure you pass on the message to all your coaches, gymnasts, judges, and parents/spectators that any food being brought to the event should be **nut free** and keep in mind any other potential allergies that could be affected by food being brought.

## Emergencies

As part of event, everyone attending must adhere to the emergency procedures and follow the professional guidance of the Competition Organiser and members of staff from the venue. Below is a brief guide of the venue emergency procedures.

In the event of the emergency alarms sounding please evacuate via one of the following routes:

- These will be highlighted on the day during a safety briefing

Coaches are to ensure all their gymnasts are kept together until registered and then handed back to their responsible adult.

## Terms and conditions

By entering this event your club is agreeing to the rules, regulations, and standards within this handbook.

Failure to comply may see your club being excluded from the event without refund.

