



Gymnastics for All – Calverton Gymnastics Club Key Steps Competition 2018 Handbook

Host club – Calverton Gymnastics Club

Competition organiser name: Jack Duggan

**British
Gymnastics**
More than a sport



About

Host club

We are a friendly and newly established gymnastic club, based in Calverton near Nottingham. There are classes for children aged from 3 to 16. Our coaches work alongside the children to improve their flexibility, improve co-ordination, develop strength as well as improve discipline and social skills. This all goes towards increasing their self-esteem.

Our facilities include a full size Olympic floor, uneven bars, high bar, trampolines, horse and spring boards, parallel bars and beams. All equipment is used to improve your children's fitness and with this, their self-confidence.

- Boys and Girls
- Teens
- Adults
- Beginner to Advanced



Calverton
Gymnastics Club

British Gymnastics

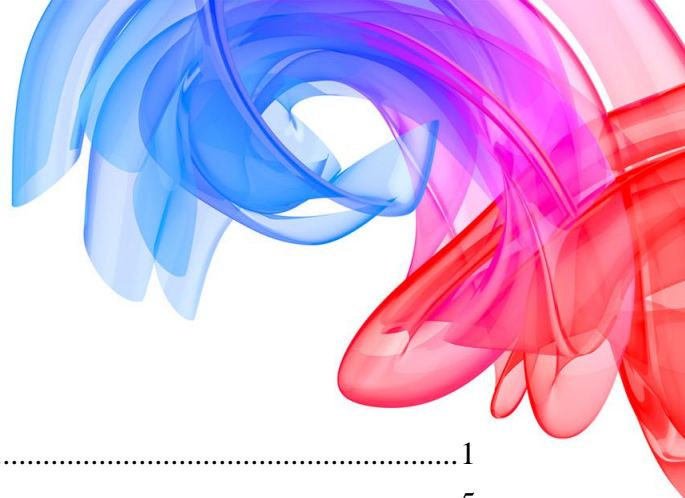
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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:

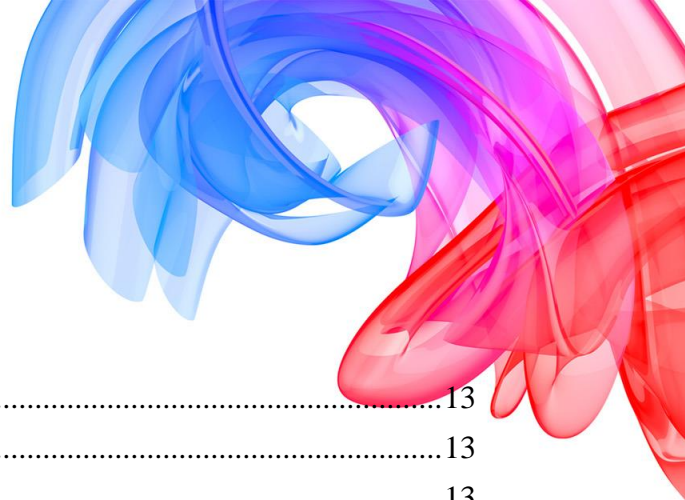
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.



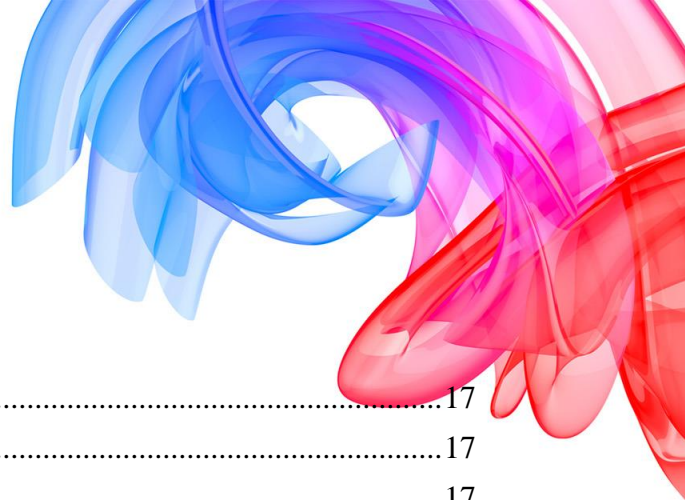


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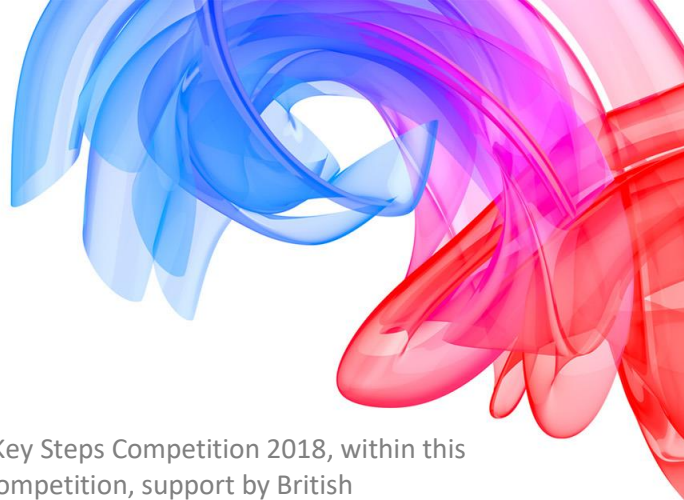
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Competition details – Overview

Welcome to the Gymnastics for All – Calverton Gym Club Key Steps Competition 2018, within this pack you will find all the details to participate within our competition, support by British Gymnastics.

Who can enter?

This competition is for:

Any recognised British Gymnastics clubs.

Gymnasts aged 5 – 15 years old.

Anyone training less than four hours per week and not entering County or Regional level.

See '[Category breakdown](#)' section for further details.

Venue and address

Venue name: Calverton Gymnastics Club

Venue address and postcode: Park House, Parl Road East, Calverton Business Park, Calverton, Nottingham, NG14 6LL

Link to google maps:

<https://www.google.com/maps/place/Calverton,+Nottingham+NG14+6LL/@53.0428652,-1.0869369,17z/data=!3m1!4b1!4m5!3m4!1s0x4879b8a72ac145d7:0x4a7e807e207088f1!8m2!3d53.0434418!4d-1.0849804>

Time and date

Date/s: 18/11/2018

Start times: U8's – 9:00am and O8's – 1:30pm

Registration and warm up times: These will be sent out with the programme after entry closure. This competition has been split into 'Under 8 years' and 'Over 8 years' to help manage the ability, levels and number of gymnasts allowed in the gym at any one point. If there is any change in this set up, we will let you know as soon as possible.

Estimated end times: U8's – 1:00pm and O8's – 5:30pm

Please note: The end time is estimated and subject to change. The running order will be circulated before the event but timings may still alter on the day.

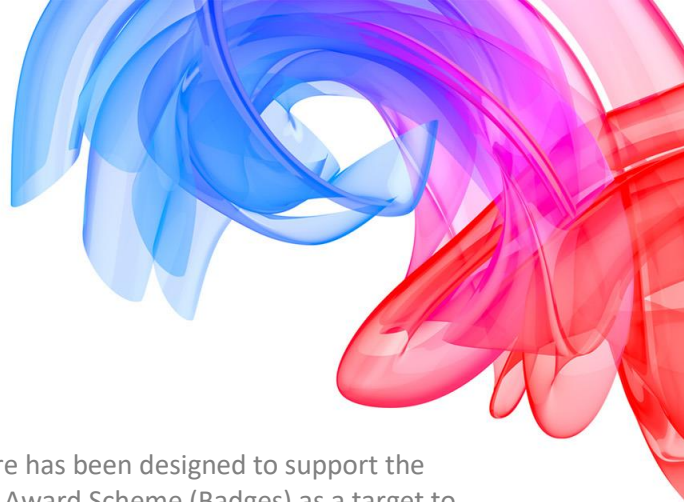
Type, level, and pathway

Competition type: Key Steps

Registered Office
Ford Hall, Lilleshall National Sports Centre,
Newport, Shropshire TF10 9NB

T. 0845 1297129 F. 0845 1249089
E. information@british-gymnastics.org
W. british-gymnastics.org

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Competition level: Steps 1, 2, and 3

Competition pathway: The Key Steps competition structure has been designed to support the Schools Sports Programmes and link into gymnastics clubs Award Scheme (Badges) as a target to work towards and compete within a friendly and relaxed environment.

The Key Steps competition is based on three Steps:

- Step one – Key Stage 1
- Step two – Key Stage 2
- Step three – Key Stage 3

Each 'Step' has a Floor, Vault and Body Management section to them each which challenges the gymnast in various ways; strength, flexibility and technical.

Within this competition the school Key Stages are being used as a guidance but the categories are being adapted to allow more categories, therefore more prizes. See '[Category breakdown](#)' section for further details.

Theme

This competition has no theme.

Entry costs overview – Clubs, Gymnasts, and Spectators

Cost per competing gymnast: £6.00 per gymnast

Cost per spectator:

| Adult | Child (under 16 years) | Infant (under 3 years) |
|-------|------------------------|------------------------|
| £5.00 | £3.00 | £0.00 |

Note: Spectator fees to be paid upon entry to competition and there is limited seating. Please speak with the competition organiser if you have a large group of spectators attending.

Cost for no allocated judge: £15 if no allocated judge or additional coach or experienced gymnasts to help judge

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

Key contacts

| | | | |
|--|------------------|-------------|--|
| Competition organiser: | Jack Duggan | 07584517635 | jack.duggan@british-gymnastics.org |
| Venue contact: | Miro Tevekelyski | 07857612757 | stoychev75@yahoo.co.uk |
| British Gymnastics Competition Coordinator: | Jack Duggan | 07584517635 | jack.duggan@british-gymnastics.org |

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Entry details

Method of entry

You can enter this competition via:

- **Email entry** – Complete and email the entry form to jack.duggan@british-gymnastics.org

Method of payment

| BACs transfer: | |
|------------------------|---------------------------------|
| Name: | Calverton Gymnastics Club |
| Account number: | 63263468 |
| Sort code: | 77 – 22 – 09 |
| Reference: | Calverton Key Steps [Club name] |

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

Entry dates

Entry opening date: 02/07/2018

Entry closure date: 21/10/2018

Note: The competition organiser holds the right to close the entry period early, if the maximum entries have been reached.

Late entries

Entries after the closure date may not be accepted and may incur an administration charge for the refund process.

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

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

To transfer a gymnast in this competition, please complete and return the 'Transfer of gymnast' form to the competition organiser. This will help keep track and amendments of the running order.



Withdrawal of entry

If you require to withdraw a gymnast, ease complete and return the 'Withdrawal of gymnast/club' form to the competition organiser. This will help keep track and amendments of the running order.

If the withdrawal is:

- **After the closure date** – A fee will be charged, please contact the competition organiser to find out this detail.
- **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

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 after the closure date confirmed to all those involved.

| 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 | 9:30 |
| Competition begins | 9:30 |
| Rounds including change over, intervals, apparatus warm ups, performances | |
| Gymnasts tumble/show off favourite skills while results gathered | 12:30 |
| Presentation | 12:40 |
| Photo opportunity | 12:50 |
| Competition ends | 13:00 |

Afternoon programme will mirror the morning programme.

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Category breakdown

Within this competition the categories are as follows:

| | Category | | |
|---------------------------------|-----------------------------------|--|---|
| Category title | Step 1 | Step 2 | Step 3 |
| Maximum training hours per week | Two | Two – Four | Four |
| Individual categories | 5 years 6 years 7 years | 5 years 6 years 7 years 8 years 9 years 10 years 11 years 12 years 13 – 15 years | 8 years 9 years 10 years 11 years 12 years 13 – 15 years |
| Gender | Male Female | Male Female | Male Female |
| Apparatus | Floor Body Management Vault | Floor Body Management Vault | Floor Body Management Vault |

Depending on the number of entries in each category after the closing date, some categories are subject to change; for example, if any category has less than three entries.

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

The gymnast must of appropriate age for category on the date of the competition e.g. must be 6 on the day of the competition to enter the 6 years category.

Rewards and gifts

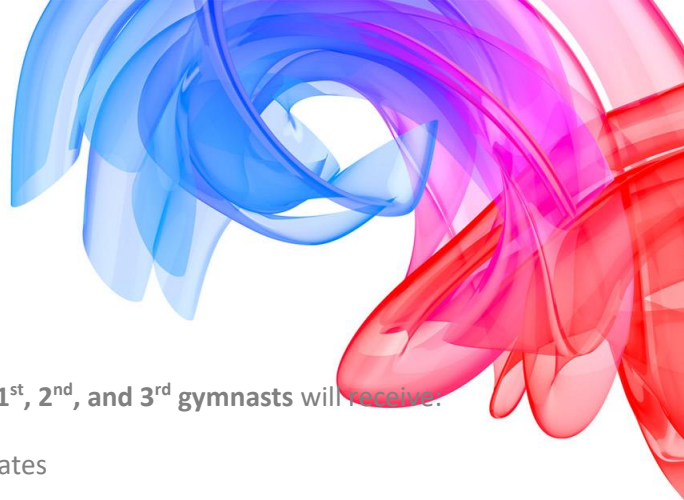
Note: The following applies to both the U8 and O8 competition as separate competitions.

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

An attendance certificates

As part of this competition the **age category 1st, 2nd, and 3rd gymnasts** will receive:

An attendance certificates
A medal



As part of this competition **each gender per age category 1st, 2nd, and 3rd gymnasts** will receive:

An attendance certificates
A medal

As part of this competition the **overall highest scoring gymnast** will receive:

An attendance certificates
A medal

As part of this competition the **overall highest scoring apparatus gymnasts** will receive:

An attendance certificates
A medal

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

Performance details

Warm up

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

There shall be approximately five minutes per apparatus. Timings subject to change at the competition organisers discretion.

Music and PPL licence

Music is required for the following categories of this competition: **Step 3 – Floor**. This can be any music (with or without lyric) but please keep it suitable and sensible.

Where music is required

Please ensure you email any music to the competition organiser at **least two weeks prior** to the competition date. This should state the:

- Club/team
- Apparatus

Please ensure you bring a copy of your music on the day.

If possible to have music converted into a mp4 format to ensure it will play on all mediums.

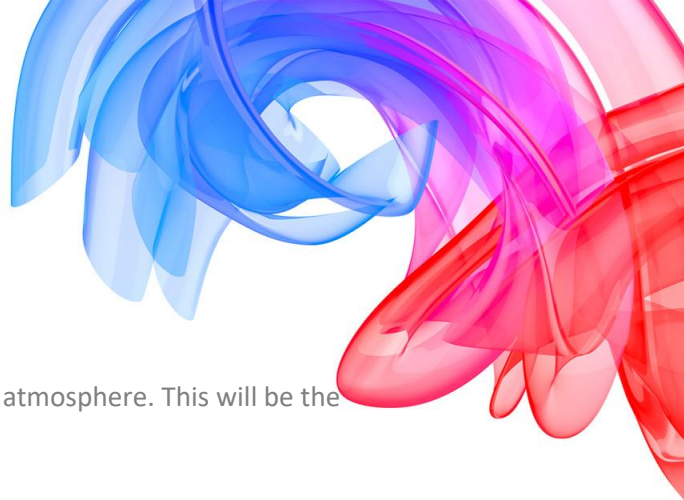
Music is required it will be played via **CD-ROM** on the club's sound system.

Please ensure you are aware of the stipulations placed on the event by PPL. Ensure you have checked whether your music is eligible – This can be done online through www.ppluk.com

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Background music may be played to help create a calming atmosphere. This will be the competition organiser/venue representatives' discretion.

Where no music is required

Background music may be played to help create a calming atmosphere. This will be the competition organiser/venue representatives' discretion.

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 performance
- During the awards ceremony (as a team)

Tariff sheets

You will find the 'Tariff Sheets' accompanying this handbook.

Please ensure you bring two copies of the tariff sheet on the day and hand them in during registration.

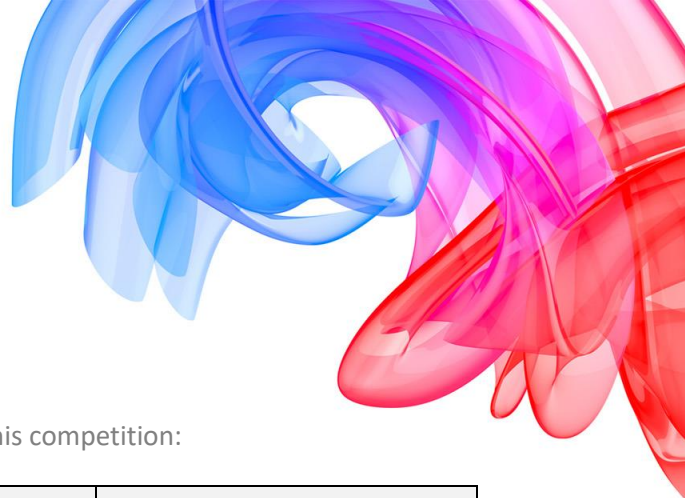
Skill requirements and routines

You will find these on the 'Tariff Sheets' accompanying this handbook.

Repetition of skills

Floor and Body Management – Each skill can only be valued once, however if a skill is repeated it will incur deductions for execution.

Vault – Each gymnast will get the opportunity to perform two vaults, these can be the same or different. No deductions for repetition will occur.



Apparatus

The following equipment and apparatus will be used for this competition:

| Apparatus | Manufacturer | Size, dimensions, run up, landing details | Image |
|---------------|--------------|--|---|
| Sprung floor | N/a | 12m x 12m Steps 1 and 2 – Will be performed on a strip of the floor Step 3 – Will be able to use the whole floor |  |
| Vault (Block) | Continental | Step 1 – N/a Step 2 – 2m (length) x 1m (width) x 0.65m (height) |  |
| Vault (Horse) | Unbranded | Step 3 – 0.90m (height) |  |
| Bench | N/a | Step 1 – Approx. 3m long | N/a |

If you have any specific questions regarding the apparatus, please contact the competition organiser.

Deductions

You will find these on the 'Tariff Sheets' accompanying this handbook.

Appealing a judge's decision

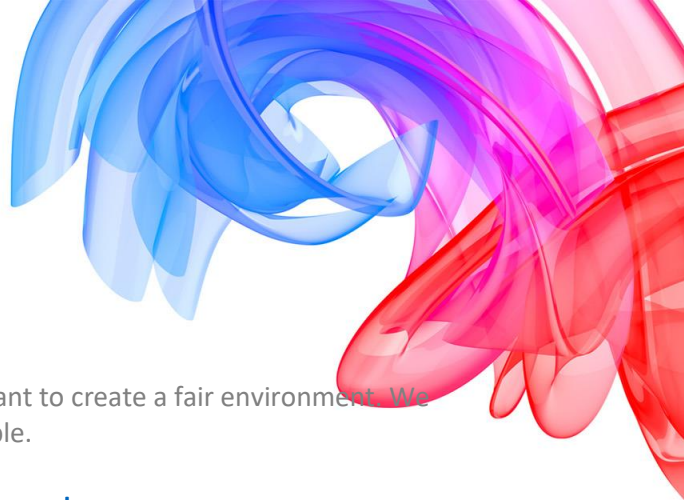
Any appeals of a judge's decision need to be given to the head judge and must be submitted prior to the end of the competition.

Appeals must be submitted by the gymnast's coach only.

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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.

Club, school, and leisure centre requirements

Club membership requirements

To enter this type of competition you are required to be a recognised British Gymnastics club.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/clubs/club-membership/fees>

School membership requirements

To enter this type of competition you are required to be a recognised British Gymnastics club.

BG School membership doesn't currently insure you to enter this type of competition but we encourage you to take the steps to become a BG registered club to unlock a world of club events.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/clubs/club-membership/fees>

Leisure centre membership requirements

To enter this type of competition you are required to be a recognised British Gymnastics club.

BG Leisure Centre membership doesn't currently insure you to enter this type of competition but we encourage you to take the steps to become a BG registered club to unlock a world of club events.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/clubs/club-membership/fees>

Additional requirements

If any coaches, judges, or gymnasts have any additional requirements to support their time during the competition e.g. they have a disability that requires additional support or consideration by the competition organiser. Please complete the 'Additional support' form.

Judge requirements

Judges required per team

If you can supply a qualified judge(s) please include this within the entry form.

If you are unable to supply a qualified judge, please bring an additional qualified coach to support judging and/or teams performing. Or an experienced gymnast within floor and vault routines/skills. Please highlight this on the entry form. (Not charge will be applied for this option)

Qualification requirements

Any of the following judging qualification will be suitable:

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- Intro to... Judging
- Floor and Vault judging
- Club judge or above etc.

As noted above, if you don't have a qualified judge but wish to enter. Please provide an additional qualified coach or experienced gymnast to help judging.

Payment

It is the judges' club responsibility to support the judges attending the competition financially.

Attire

Smart casual wear – Jeans, T-shirt, Joggers, Trainers etc.

Membership requirements

Current British Gymnastics '**Bronze**' membership is required.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/coaching/coach-membership/fees>

Travel arrangements

Judges are required to organise their own method of transport to and from the competition at the appropriate times.

Timings will be provided by the competition organiser within five days of the competition.

Additional requirements

If any judges have any additional requirements to support their time during the competition e.g. they have a disability that requires additional support or consideration by the competition organiser. Please complete the 'Additional support' form for everyone requiring additional support.

Coach requirements

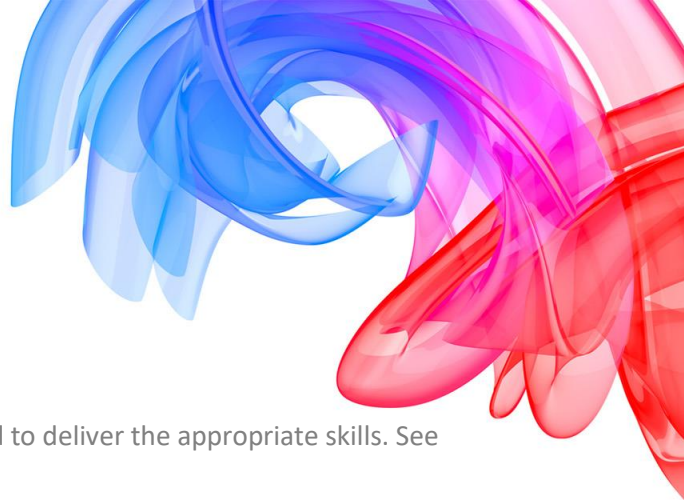
Coaches required per team

A British Gymnastics Level 2 (and above) qualified coach can take team of gymnasts into the competition area.

A nominated level 2 coach can supervise a British Gymnastics Level 1 coach with their own team of gymnasts in the competition area – Prior agreement must be gained.

For example, if a participating club has a small number of gymnasts participating and is happy to oversee and support your level 1 then prior agreement can be gained meaning you don't need to supply a level 2 coach to the competition, only a level 1.

All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.



Qualification requirements

Appropriate British Gymnastics qualifications must be held to deliver the appropriate skills. See [‘Skill requirements and routines’](#) for further details.

A current DBS must be held.

A current recognised Safeguarding Certificate must be held.

Payment

It is the coaches’ club responsibility to support the coaches attending the competition financially.

Attire

Suitable (identifiable) coaching attire e.g. club tracksuit or sweatshirt/polo top etc.

If attire isn’t suitable for coaching, the competition organiser holds the right to step into the competition area.

Membership requirements

Current **‘Gold’** type British Gymnastics coaching membership is required.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/coaching/coach-membership/fees>

Travel arrangements

Coaches are required to organise their own method of transport to and from the competition at the appropriate times.

Timings will be provided by the competition organiser within five days of the competition.

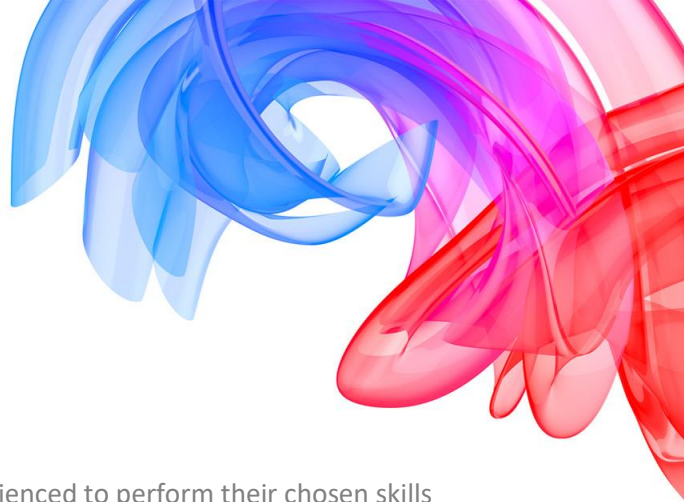
Jewellery and body adornments

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.

See British Gymnastics guidelines for further details - <https://www.british-gymnastics.org/coaching/coach-membership/health-and-safety>

Additional requirements

If any coaches have any additional requirements to support their time during the competition e.g. they have a disability that requires additional support or consideration by the competition organiser. Please complete the ‘Additional support’ form for everyone requiring additional support.



Gymnast requirements

Experience and abilities

For everyone's safety, all gymnasts must be suitably 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. It may be the first time they have competed the skill.

Membership requirements

'Bronze' British Gymnastics membership is required.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/coaching/coach-membership/fees>

This applies to all gymnasts no matter if from a club, leisure centre, or school environment.

Attire

Any of the following can be worn: tight fitting shorts, t-shirt, leotard, leggings can be worn.

The 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.

They may wish to bring warmer clothes that go over the top between performances to ensure their temperature is kept optimal and safe throughout the day.

Hair neat and tidy, tied back from the face.

Travel arrangements

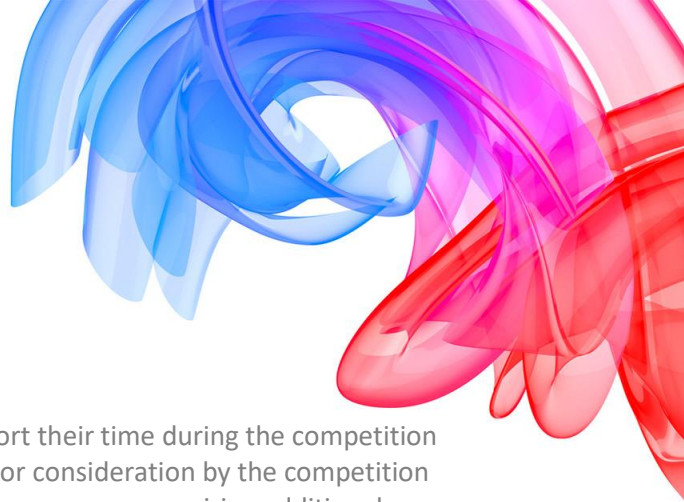
Individual clubs and coaches are responsible for communicating and organising appropriate transport to and from the competition. This maybe the gymnasts' parent/guardian or arranged transport.

See British Gymnastics guidelines for further details - <https://www.british-gymnastics.org/coaching/coach-membership/safeguarding-and-compliance>

Jewellery and body adornments

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.

See British Gymnastics guidelines for further details - <https://www.british-gymnastics.org/coaching/coach-membership/health-and-safety>



Additional requirements

If any gymnasts have any additional requirements to support their time during the competition e.g. they have a disability that requires additional support or consideration by the competition organiser. Please complete the 'Additional support' form for everyone requiring additional support.

Facilities on-site

Spectator area and disabled access

Calverton Gymnastics Club have disability access to their site. If you require any specific requirements please contact the venue directly to discuss prior arrangements where possible.

The seating within the gym will be on the same level as the competition allowing ease of access.

Seating will be limited, so if any specific requirements are needed please contact in advanced.

If you have a wheelchair or pushchair please let the facility know prior so they can make the necessary preparation prior to the day for your comfort.

Food and drink

There are vending machines on-site for snacks.

On the day there will be hot and cold drinks and general snacks.

There is a local Co-Op and other local shop nearby (2-minute drive away).

Toilet and changing facilities

There are on-site toilets and a changing area on-site.

Ideally the gymnasts will come ready to perform.

There is a baby changing area.

On-site entertainment

Calverton Gymnastics Club are a new club and have plenty of break out rooms, of which they are planning to create a child/toddler play area prior this event.

Car parking

On-site car parking is available and free of charge. On road parking is also available.

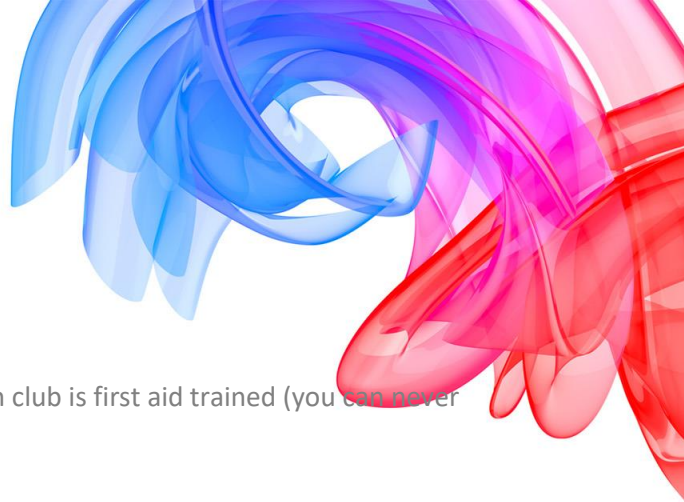
First aid and welfare

A trained Welfare Officer will be present throughout the competition – This person will be highlighted during the coaches and judges' briefings.

A trained First Aider will be present throughout the competition – This person will be highlighted during the coaches and judges' briefings.

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It would be most helpful if the supporting coach from each club is first aid trained (you can never have enough first aiders on-site), but this isn't essential.

Regulations

Standardisation

Unless stated these regulations have been created to help standardise competitions within the North of the Country.

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.

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 make the competition organiser aware prior to the date of the competition for they can inform the appropriate persons at the venue so photo/video are avoided of them.

Further details on how to gain appropriate permissions for photography/video can be found in the British Gymnastics photography policy which can be found online – <https://www.british-gymnastics.org/documents/footer-menu-items/british-gymnastics/3276-photography-policy/file>

At no point should flash photography is to be used as this can affect anyone with epilepsy.

The hosting club will announce throughout the day about photos not to be taken and specific times/places which they can be taken, in-line with their photography and media policy.

Complaints and grievances

If you have a complaint or grievance regarding any happenings at this competition please ensure you send in your details to the competition organisers email within five working days of the competition date.

Health and safety

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

The intention of the competition 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

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Place of Registration England. VAT Registration No 100166672



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 have been carried out for this competition 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 competition have been completed, your club is responsible for specific risk assessments related to your club e.g. travelling to and from the competition etc.

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 fire alarm or evacuation alarm please exit via one of the fire exits clearly signed.

The meeting point is at the front of the building/gym in the car park.

Onsite, trained staff will deal with any instant medical emergencies and/or first aid.

Terms and conditions

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

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