

British
Gymnastics

New College Leicester's Invitational Competition Handbook

Host club – Hinckley Gymnastics Club

Event Organiser: Mitch Edwards

About

Host club

We have been involved in teaching and coaching gymnastics for over 40 years. Our reputation has been built by delivering quality classes to children, young people, and adults at all levels of participation.

The centres have been awarded the British Gymnastics 'GymMark' accreditation for safe effective child friendly sports delivery. We have maintained an unbroken record of GREAT BRITAIN squad and team members that has been rewarded with National champions of Scotland, Wales, England and Great Britain, World and European championship players, Commonwealth Games, and International medallists.



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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Section A – Overview

1.0 – Event details

Welcome to New College Leicester's Invitational Events Handbook.

The aim of this gymnastics event is to provide opportunities for gymnasts to participate within a fun and non-pressurised environment.

Each event is designed to support gymnasts mentally and physically develop to a stage of their ability through their chosen gymnastics discipline pathway, starting at inter & intra club event through to county & regional events.

1.01 – Who can enter?

Gender	Boys and Girls
Age	5 – 16+ years Following the guidance set out British Gymnastics in the Health & Safety Guidance: Coaching Practice , gymnasts must be of age to enter the appropriate category, in the year of the event.
Ability	See Section 3.06 - Training hours for the maximum training hours per week for each event type.
Club, County, Region	This is open to all British Gymnastics registered clubs .
Type of event	These events are live events with spectators.

Notes:

- Specifics of categories are in [Section 3.04 Category breakdown](#).
- Specifics of participant requirements are in [Section 3.05 Eligibility requirements](#).

1.02 – Time and dates

Event Dates for 2022	Competition:	Level:	Location:	Entry closure date:
24/09/2022	New College Leicester's Disability Floor & Vault Championships 2022	Level 1 Level 2 Level 3	New College Leicester, Glenfield Road, Leicester, LE3 6DN Google link	29/08/2022
25/09/2022	New College Leicester's GymNova GFA Men's & Women's Championships 2022	Primary 2 Primary 1 Advanced Advanced Plus	New College Leicester, Glenfield Road, Leicester, LE3 6DN Google link	29/08/2022

Notes:

- The Event Organiser holds the right to close the entry period early if the maximum entries have been reached.
- The start/ end times are subject to change pending receipt of entries and programme creation. Enhancing your experience is vital, please be patient with the Event Organiser.
- Local services may vary from day-to-day, check with service provider prior attendance.

1.03 – Theme

Event theme:	No themes
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1.04 – Entry fees: Gymnasts, Spectators, and Judges

	Disability F&V Event	GymNova Event
Cost per gymnast:	£5.00	
Cost per apparatus:		£3.00 (min x2 apparatus)

Notes:

- Fees to be submitted via representing club only.
- Upon entering this event, gymnasts agree to the **Code of Behavior – Gymnasts** terms.

Cost per spectator:	Adult 16 years+	Child 6 – 15 years	Infant Under 5 years
	£5.00	£0.00	£0.00

Notes:

- Seating is limited and fees are to be paid **via cash on the door**.
- Upon attending the event, spectators agree to the **Code of Behavior – Spectators** terms.

Judge requirement:	See Section 6.0 Role requirements
No allocated judge fee: (Per club)	£50.00
No show judge fee: (Per judge)	£50.00

Notes:

- Judge courses can be found on the [British Gymnastics Courses page](#).
- Judge levy fee to be communicated with the [Event Organiser](#) prior payment.

Required as part of entry:	Volunteers	Display group or individual to perform between rounds
	If any wish to gain experience	If any wish to gain experience

Note:

- Contact [Event Organiser](#) for further details.

Please state on the Entry Form **anyone requiring additional requirements**, to allow the Event Organiser/ Host Club the opportunity to discuss and act as reasonably practicable to cater for your requested adaptations.

1.05 – Entry and Payment method

Entry method:	Email Mitch Edwards at Mitch.edwards@iflip.org
Payment due:	The Event Organiser will confirm this upon receipt of your Entry Form.

BACs transfer:	
Name:	Hinckley Olympic Gymnastics Club
Account number:	08612242
Sort code:	60 – 11 – 06
Reference:	NC Disability Comp [Club name] NC GymNova Comp [Club name]

Notes:

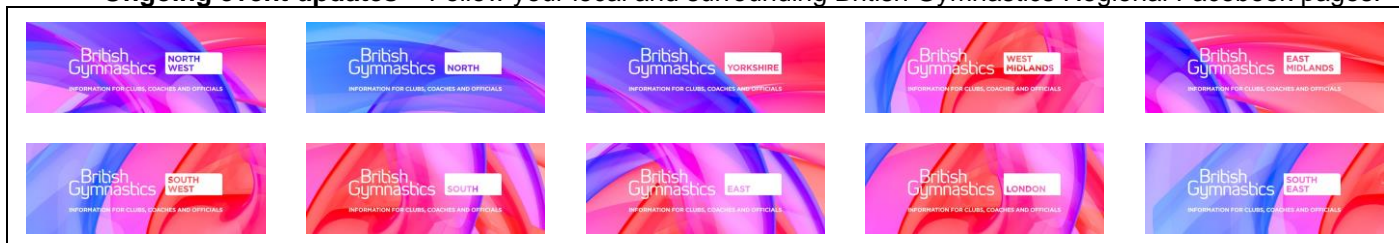
- Without final payment, entry **will not** be completed.
- The Event Organiser holds the right to close the entry period early where the maximum number of entries have been achieved.

1.06 – Key contacts

Event Organiser:	Mitch Edwards	07958611312	Mitch.edwards@iflip.org
Venue contact:	Mitch Edwards	N/a	Mitch.edwards@iflip.org
Welfare Officer:	Tony Ford	07920440725	Tony.ford@iflip.org
Safety/ Covid Officer:	Mitch Edwards	07958611312	Mitch.edwards@iflip.org

Keeping in ‘the loop’:

- **Updates for this & future events** – Register your interest within the Event Organiser.
- **Ongoing event updates** – Follow your local and surrounding British Gymnastics Regional Facebook pages:



Section B – Details

2.0 – Entry details

This section details are in addition to those within [Section A – Overview](#).

2.01 – Late entries

Late entry fee:	No late entries accepted.
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Notes:

- If you believe your entry will be late, please contact the [Event Organiser](#) to discuss your situation.
- Cases are taken on individual basis.

2.02 – Changing of an entry detail

Events are complex occasions and changes happen due to unforeseen circumstances such as injuries, illnesses, or sudden happenings. Depending on the stage of the will require the following action to complete a change in entry detail (i.e., gymnast, coach, spectator etc.):

	Entry submitted & not paid yet.	Entry submitted & have paid.
Before the entry date closure:	<ul style="list-style-type: none"> • Amend your entry. • Re-email it to the Event Organiser. 	<ul style="list-style-type: none"> • Email the Event Organiser with details of the changes. • Await confirmation prior any additional fee payments.
After the entry date closure:	<ul style="list-style-type: none"> • Email the Event Organiser with details of the changes. • Await confirmation prior any additional fee payments. 	

Notes:

- The Event Organiser reserves the right to refuse changes depending on stage of event organisation.
- Where change request is accepted, an updated Entry Form maybe requested.

2.03 – Withdrawal of an entry detail

To withdraw a gymnast please [email the Event Organiser](#) with the following details:

- Full name
- DOB
- Membership number
- Category – Level and Age
- Reason for withdrawal

	Before entry submission.	Before the closure date.	After closure date.
Fees to withdraw:	No fee has been charged.	No fee will be charged as part of consumer rights.	Full cost of the entry fee.

Notes:

- The Event Organiser will require the original bank details for refunds to be processed.
- Withdrawal of other roles (Judges, Volunteers etc.) please [email the Event Organiser](#).

2.04 – Confirmation of entry

Upon receipt of entry form, you will receive a confirmation of payment and date requirement.

Upon payment of entry, you will receive a confirmation to complete your entry.

3.0 – Structure and programme

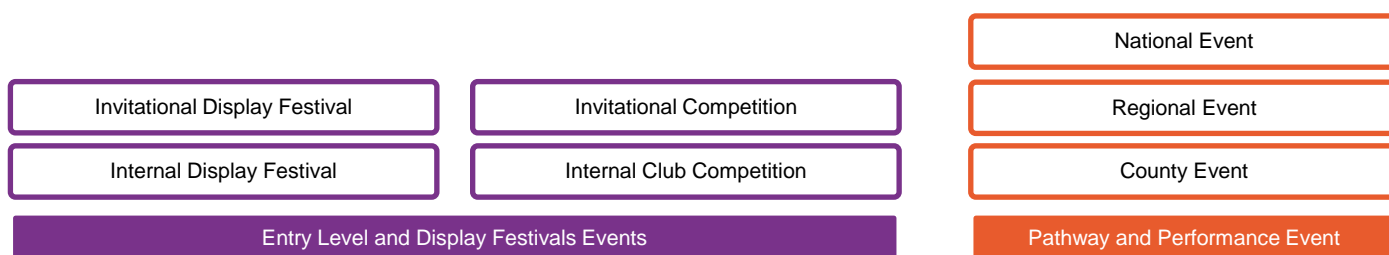
3.01 – Type, level, and pathway

Event type: Invitational competitions

Event levels:

New College Leicester’s Disability Floor & Vault Championships 2022	Level 1 Level 2 Level 3
New College Leicester’s GymNova GFA Men’s & Women’s Championships 2022	Primary 2 Primary 1 Advanced Advanced Plus

Event pathway: The following diagram provides an overview pathway for events.



For Pathway and Performance specific pathway requirements, see the:

- [British Gymnastics Technical](#) pages.
- [Regional and Home Countries](#) pages.

[Section 3.05 Eligibility requirements](#) regarding specific entry levels requirements.

3.02 – Confirmation of programme

Upon entry closure date, the final programme will be circulated by the Event Organiser.

Not received the programme yet

If you have not received by the date stated within [Section 1.02 Time and dates](#), check your 'Junk Mail'. If not received, [contact the Event Organiser](#).

Found an error in the programme

If you have found an **error in the programme**, [contact the Event Organiser](#).

If you have found an **error in the results**, see [Section 4.10 Appeals & inquiries](#).

Have a change to the programme

See [Section 2.02 Changing of an entry detail](#).

3.03 – Overview programme structure

Example Event:	Activity:	Estimated time:
Event 1	Club arrival to event	9:00
	Registration for Gymnasts, Coaches, Judges, Volunteers	9:00
	Doors open for Spectators	9:00
	Coaches and Judges briefing/s	9:15
	General warm up for Gymnasts	9:20
	Main event: including rounds, change overs, apparatus warmups, and intervals.	9:35
	Gathering of results and result presentation	12:30
	Event 1 ends	13:00

Notes:

- The above times are estimate timings and all times will be confirmed upon entry closure.
- Where entries deem appropriate, a second event (e.g., an afternoon event) will be held.

3.04 – Category breakdown

3.04.01 – Disability Floor & Vault Championships

Breakdown:	Categories:		
	Level 1	Level 2	Level 3
Age breakdown:	5 years	5 years	5 years
	6 years	6 years	6 years
	7 years	7 years	7 years
	8 years	8 years	8 years
	9 years	9 years	9 years
	10 years	10 years	10 years
	11 years	11 years	11 years
	12 years	12 years	12 years
	13 years	13 years	13 years
	14 years	14 years	14 years
	15 years	15 years	15 years
	16 years	16 years	16 years
Gender:	Male Female		
Apparatus:	Floor & Vault		
Disability:	Open to all Disability Gymnasts.		

3.04.02 – GymNova GFA Men’s & Women’s Championships

Breakdown:	Categories:					
	Primary 2	Primary 1	Advanced	Advanced Plus	Under 8'	Over 8's
Gender:	Female				Male	
Age breakdown:	5 years 6 years 7 years 8 years 9 years 10 years 11 years 12 years 13 years 14 years 15 years 16 years	6 years 7 years 8 years 9 years 10 years 11 years 12 years 13 years 14 years 15 years 16 years	8 years 9 years 10 years 11 years 12 years 13 years 14 years 15 years 16 years	8 years 9 years 10 years 11 years 12 years 13 years 14 years 15 years 16 years	5 years 6 years 7 years 8 years	8 years 9 years 10 years 11 years 12 years 13 years 14 years 15 years 16 years
Compulsory apparatus:	Floor Vault					
GFA Men’s Voluntary apparatus:					High bar Parallel bars Pommel (mushroom) Rings	
GFA Women’s Voluntary apparatus:	Asymmetric bars Beam					
Disability:	Open to all Disability Gymnasts.					

Additional category notes:

- Age**
- Depending on the number of category entries upon closing date, some are subject to change.
For example: 7 years category may become two groups; Jan – Jun born and Jul – Dec born.
The Event Organiser has this discretion and communicate prior upon programme circulation.
 - Following the guidance set out British Gymnastics in the [Health & Safety Guidance: Coaching Practice](#), gymnasts must be of age to enter the appropriate category, in the **year** of the event.

Level of gymnast

- Gymnasts are required to participate at the same level on all apparatus.
- As per the [British Gymnastics Equality Policy](#), Clubs & Coaches have a responsibility to enter the gymnasts in at the most appropriate level and event to ensure all gymnasts gain a fair performance opportunity and to reduce the risk of mental or physical injury.

Inclusion of all gymnasts

- These event rules are designed to be inclusive.

- Disability Gymnasts and gymnasts with additional needs are able to take part in this event, further details are in [Section 3.07 Event adaptations](#) and [3.08 Disability Gymnasts: Classification](#).
- You can inform the Event Organiser of any category requirements & additional needs via the Entry Form or by [contacting the Event Organiser](#).

3.05 – Eligibility requirements

Gymnasts are eligible to enter into any of the levels outlined in [Section 3.04 Category breakdown](#), with the considerations of the gymnasts mental & physical wellbeing. The below requirements help to provide a fair performance opportunity for gymnasts:

Gymnasts that have:	Are to enter at the following level/s:
GymNova GFA Men's & Women's	
Entered artistic events	Advance and above.
Entered artistic events and placed 1 st – 3 rd	Advanced Plus.
Entered a GfA event previously	Move up to the next level the following year, under the discretion of the coach & gymnast.
Entered Grades	Appropriate level under the discretion of the coach & gymnast.
Disability Floor & Vault	
Competed at County events (any discipline)	Appropriate level under the discretion of the coach & gymnast.
Competed at Regional events (any discipline)	Appropriate level under the discretion of the coach & gymnast.

3.06 – Training hours

Maximum training hours per week:					
	Level 1		Level 2		Level 3
New College Leicester's Disability Floor & Vault Championships 2022	3		3		3
	Primary 2	Primary 1		Advanced	Advanced Plus
New College Leicester's GymNova GFA Men's & Women's Championships 2022	4	4		6	6

Note:

- As part of an equitable event, this guidance is in place for each category/ level and apply to individual gymnasts, including all their training hours despite their gymnastics discipline.

3.07 – Event adaptations

Event specific support and/ or adaptation:

This event supports all those involved in their role (gymnast, judge, coach, spectators etc.), to ensure that the event is successful and aligns to [British Gymnastics policy & guidance](#). While this event has specific criteria (entering, judging, code of behaviour etc.) there are adaptations which can be authorised to support those involved in a reasonably practicable way.

Attendees of this event requiring support and/ or adaption should include this as part of the **Entry Form** process.

Every individual's request is taken on a case-by-case situation for equality purposes. Requests are required to be submitted to the Event Organiser a minimum of 10 working days prior to the event date.

British Gymnastics support:

All British Gymnastics recognised events are focused as inclusive by follow such policies/ guidance's as the:

- [Equality Policy](#)
- [Clothing at Event Policy](#)
- [Advertising on Competition Clothing Attire at Events Policy](#)
- [Policy on the Participation of Trans People in Gymnastics Competition](#)

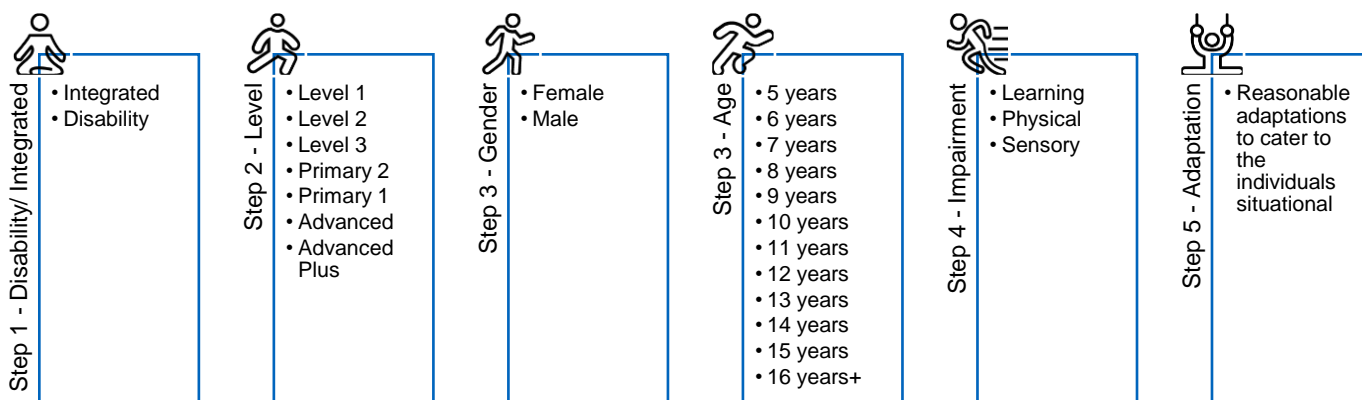
Inclusion is continuous and where any discrimination against any of the protected characteristics is heard or seen, it is to be reported to the [Event Organiser](#), or another member of staff straight away to be acted upon.

See sections [8.09 Terms and conditions](#) and [8.02 Code of Behaviour](#) further details.

3.08 – Disability Gymnasts: Category classification

Gymnasts may already have a [British Gymnastics Classification Certificate](#) (details found on [Club Hub Resources](#)). Although, as defined by the [HSE.gov.uk/disability](#) (Oct 2021) & the Equality Act 2010, gymnasts who have a physical or mental impairment that has a substantial and long-term negative effect on their ability to do normal daily activities, are able to enter this event with reasonable adaptations.

This diagram helps gymnasts initially self-categorise for this event, with the provisional options. Therefore, helping to identify the individuals wishes & need/s e.g., does the gymnast wish to enter into a 'Disability' category or an 'Integrated' category for this event.



Notes:

- The Entry Form will ask for the most appropriate classification(s) of the gymnasts' disability.
- Depending on the number of category entries upon closing date, some categories are subject to change.
- For information on inclusion and the registering an official classification for pathway events, see the [Club Hub – Resources \(Inclusion\)](#).

3.09 – Lining up, travelling, and presenting

Presenting:

As part of competition etiquette, gymnasts and officials will present at specific times, including:

- At the start of the event – often done as a team.
- Before & after their performance – particular to signal the start/ end of performance.
- During the ceremony – often as a team and upon individual awards.

Lining up:

For swift movements between rounds/ events, coaches are to ensure gymnasts are prepared to move to their apparatus. This can be shown through an appropriate line up and gathering of personal belongings. An often-used approach is height order or performing order although this isn't compulsory.

Travelling:

For safety & safeguarding reasons, there are allocated performers areas where only those involved in the event are allowed. Where a gymnast etc. requires exit/ entering this area they must speak with an event official first.

While travelling around the venue their allocated areas for each apparatus/ team, this is for safety and performance reasons.

3.10 – Awards, gifts, and celebrations

To celebrate individual success of gymnasts in categories (see [Section 3.04 Category breakdown](#)) the following awards, gifts, and celebrations are planned as part of this event:

(**Note:** these may alter depending on final entries etc.)

Every gymnast will receive:

Participation certificate

Winning gymnasts will receive:

1st – 3rd placed in each category apparatus – Medal

1st – 3rd placed in overall category – Medal

4.0 – Performance details

4.01 – Warmup

General warmup:

All events include a general warmup at the beginning of the event which individual clubs/ coaches are to continue supervising their own gymnasts throughout, while stages maybe combined.

There is a separate warmup hall for the gymnasts.

Apparatus warmup:

Each apparatus/ round includes an approximately 5 minutes warmup.

All timings will be communicated within the event program and are subject to change.

4.02 – Music requirements

Category music requirements: (See Skills & Tariff sheet for requirement specifics)	Disability Floor & Vault	<ul style="list-style-type: none"> Advanced – Floor – Girls Advanced Plus – Floor – Girls
	GymNova GFA Men's & Women's	<ul style="list-style-type: none"> Levels 1, 2, 3 – Floor (Optional)

Music submission* date deadline:	Disability Floor & Vault	29/08/2022
	GymNova GFA Men's & Women's	29/08/2022
Music submission* method:	Email to Mitch Edwards – Mitch.edwards@iflip.org	
Music submission* format:	MP3/ MP4	
To be brought on the day: (Format)	MP4/ MP3	

*Music submission must include the:

- Club
- Gymnast full name/ team name
- Category.

Music licensing:

There are music licencing requirements placed on this event/ venue by PPL.

To **use music** in your recognised gymnastics environment, you require a PPL/ PRS licence. More information can be found at the [PPL website](#).

You can **check the permissions** on your chosen music on the [PPL website - music checker](#).

Walt Disney, Andrew Lloyd Webber, or Cirque de Soleil music **isn't permitted**.

The Event Organiser isn't liable for any damages for of music devices brought on the day, this the responsibility of the Club/ Coach.

There is gymnastics specific guidance on the [Club Hub - Resources](#).

You may hear the organiser/ host venue playing music, this will also abide by the PPL/ PRS licencing laws.



4.03 – Skill requirements and Tariff sheets





Tariff sheets required for this event:	X1 tariff sheet per apparatus
To be handed into:	Emailed to organiser
Submission deadline:	As per entry closure

Note:

- Skills requirements are found on the accompanying 'Skills and Tariff sheet' document.

4.04 – Apparatus

Apparatus	Manufacturer	Size, dimensions, run up, landing details	Notes:	Image
Sprung floor	Gym Nova	12m x 12m	See Skills & Tariff sheet for specifics	
		10m x one strip		
Bench & Landing mat	Generic	Bench length = 2.0m	Disability Competition Vault option 1	N/a
Springboard & Landing mat	Gym Nova	Mat height = 0.2m	Disability Competition Vault option 2	N/a
Springboard & Block/ mat	Gym Nova	Mat heights: Option 3 & 6 = 0.6m Option 7 & 8 = 0.8m	Disability Competition Vault option 3 & 6 Vault option 7 & 8	N/a
		Mat heights = 0.6 – 0.8m See Skills & Tariff sheet for specifics	GymNova Competition Various levels	
Springboard, Table vault, & Landing mat	Gym Nova	Mat heights: Option 4 & 5 = 1.0m Option 9 = 1.0m+	Disability Competition Vault option 4 & 5 Vault option 9	
		Vault height = 1.0m+ See Skills & Tariff sheet for specifics	GymNova Competition Various levels	

Apparatus	Manufacturer	Size, dimensions, run up, landing details	Notes:	Image
Junior springboard	Gym Nova	Mat height = 0.2m	Under 8's – 5 years	N/a
High bar	Gym Nova	Height = Optional	GymNova Competition Boys' events	
P bars	Gym Nova	Height = Optional	GymNova Competition Boys' events	
Beam	Gym Nova	As per FIG Apparatus Norms brochure Length: 500cm Width: 10cm	GymNova Competition Girls' events	
A bars	Gym Nova	As per FIG Apparatus Norms brochure Height of bar: Adjusted to suit gymnast Distance between bars: Min 130cm – Max 180cm	GymNova Competition Girls' events	

Notes:

- The above details are those which are specified for the event, it is advisable to prepare using the dimensions for the appropriate level.
- Where any changes are made upon event day, the organiser will inform all entered clubs. For any specific questions, contact the [Event Organiser](#).

4.05 – Repetition of elements

See accompanying Skills and Tariff sheet for details of specific skill requirements for each apparatus of this event. Where elements are repeated, they will not be counted and may gain deductions.

4.06 – Missing elements

Routines missing elements (skills) will receive a 0.5 deduction from the Judge(s).

4.07 – Restarting

To maintain an equitable balance, a restart individual's routine (including re-ordering of group performances) of an is only allowed in situations where the judging panel feels this is fair to both the gymnast and the event (i.e., is it reasonably practicable to affect the event timings for that situation).

Factors they will consider, and are not limited to, are:

- Technological issues outside to the club & gymnasts' control.
- Mental health.
- Factors outside the control of the gymnast.

Where gymnasts require to stop after initiating an element, supporting staff (coaches, organisers etc.) will assist in the safe stop and communication of next steps.

4.08 – Deductions

A guide on the deductions which the judges will be using within this event can be found in the '[Skills and Tariff Sheets](#)'.

4.09 – Judge slip example

Judging is vital part to events; this example judge slip provides an example how a judge will use a generic judging slip to calculate & record the score of an individual gymnast. Each events judging slips will vary depending on its requirements.

Example of judge's deduction processing: *

Floor:		X		Vault:	
Number:	101	Gymnast name:	Forename. Surname.		
Based on the skills performed.	Tariff:		2.5		
	Execution starting score:		10.00		
Tariff + Execution starting score		Starting score:		12.5	
Errors conducted (Max 10.0)		Execution deductions:		3.6	
Starting score – Execution deductions		Final score:		8.9	

*These scores are for demonstration only

Nominating a judge:

Within [Section 6.0 Role requirements](#) it stipulates the requirements of judges for this event. Where you may know anyone that may be interested in judging there is:

- [Judging Resource – Recreational Gymnastics](#), a useful initial resource before enrolling onto a judging course.
- Judging courses found on the [Courses page](#).

4.10 – Appeals & inquiries

What can be appealed/ inquired?

The judge's Execution deductions (score) are only those that can be appealed/ inquired against. All other scoring is set against the event criteria. [Section 4.09 Judge slip example](#) demonstrates this.

This is a friendly, low-pressure, fun event and we want to create a fair environment, this is a consideration as part of the appeal/ inquiry to strive the best possible outcome for all.

Who can submit the appeal/ inquiry?

All appeals/ inquiries can only be submitted by the Supervising/ Lead Coach named on entry form.

When does the appeal/ inquiry need to be submitted by?

Any appeals/ inquiries need to be submitted within six days of the presenting/ circulation of results.

What needs to be included within the appeal/ inquiry?

The following needs to be included:

- Gymnast's name and performance number.
- Apparatus performing.
- Error/ deduction being appealed/ inquired.
- What they believe is the 'correct' score and their reasoning.

Video evidence will not be accepted on any grounds.

With the above in writing please ensure it is executed in a **constructive manner and not to breach terms** with the Code of Behaviours stated in [Section 8.02 Code of Behaviour](#).

Where to submit the appeal/ inquiry?

- **During the event** – Submitted to the Head Judge.
- **After the event** – Submitted to the [Event Organiser](#).

5.0 – 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 .			

6.0 – Role requirements

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

	Judge	Coach	Gymnast	Volunteers
Numbers:	Minimum requirement = 1 judge per club.	1 coach: 8 gymnasts.	Maximum entry = No maximum entry although under the discretion of the event organiser.	Event requirement = 0 volunteers per club.
Qualifications	Minimum requirement = Intro To... Judging Ideal requirement = Floor & Vault Level 1 or 2 Club Judge in discipline entering (MAG / WAG)	Responsible Coach To be qualified in either: GG, WAG, MAG At a minimum of: British Gymnastics recognised Level 2 Other Coaching Officials To be qualified in either: GG, WAG, MAG, TG At minimum: British Gymnastics recognised Level 1	See Section 3.05 Eligibility requirements for details.	Role dependant. Note: Volunteers aren't qualified coaches, therefore unable to coach.
DBS	No	Yes	No	Role dependant – More details on Club Hub – Resources .
Safeguarding training	No	Yes	No	Role dependant – More details on Club Hub – Resources .
Membership	Minimum requirement = Up to & including Regional events – Bronze membership National & Brevet - National Brevet membership	Responsible Coach = Coach membership Other Coaching Officials = Coach qualification specific – More details on British Gymnastics website .	Recreational events = Recreational Gymnast membership. Pathway events = Competitive Gymnast membership.	Role dependant Minimum requirement = Bronze Club Officer

	Judge	Coach	Gymnast	Volunteers
	More details can be found on the British Gymnastics membership webpage.			
Experience and abilities	It is beneficial to have experience. The use of online resources through the discipline specific courses (contact your discipline national technical committee for details).	Coaches must only delivery skills within their qualification syllabus. For Regional/ National events coaches are able to use the Lead Coach Guidance .	Gymnasts only to perform elements which: <ul style="list-style-type: none"> • They are competent and experienced at. • Their Lead Coach is qualified within. 	No experience required, only motivation in volunteering.
Attire	Minimum requirement = Black trousers/ skirt White shirt Ideal requirement = FIG standards – Navy trousers/ skirt White shirt	Suitably recognisable by all. Appropriate to support/ spot gymnasts during practice and performances as required. Further information found: <ul style="list-style-type: none"> • Clothing at Events Policy • Advertising on Competition Clothing Attire at Events 	Clothing = Leotard, Tight fitted shorts (not cycling), T-shirt, Leggings. Hair = Tied up, Neat, Tidy. Feet = Bare, Gym shoes. Resting periods = Optional i.e., Club tracksuits <ul style="list-style-type: none"> • Jewellery and Adornments • Policy on the Participation of Trans People in Gymnastics Competition 	General attire = Smart trousers Provided attire = None

	Judge	Coach	Gymnast	Volunteers
Payment arrangements	It's not the Host Club/ Event Organisers' responsibility to financially support these roles in attendance of the event.			
Transport arrangements	<p>Each Club and Coach is responsible for organising and communicating the travel arrangements with all those involved.</p> <p>Further information found:</p> <ul style="list-style-type: none"> • UK & Overseas Travel • Health, Safety, & Welfare Guidance: Safe Trips 			

Notes:

- The Event Organiser has the right to withdraw any entry into the performance area where requirements aren't met.
- British Gymnastics provide a range of continuous development on the Courses pages of the website, see [Coaching](#), [Judges](#), [Club Roles](#), and [CPD](#). Where you require further support on your role contact the [Event Organiser](#).

Section C – Venue & Governance

7.0 – Venue facilities

7.01 – Access/ egress

Details such as the venue address etc. can be found in [Section 1.03 Venue and address](#).

This event includes the following accessibility facilities:

- Seating
- Toilets

Anyone attending the event who may require support and/ or adaption should include this as part of the **Entry Form** process.

7.02 – Catering

Available on-site

During this event there will be the following catering facilities available:

- Café with hot & cold drinks, including general food snacks
- Vending machines on-site.

Arrangements for specific roles

These catering facilities are offered to the specific role in addition to the general event catering:

Gymnasts:	Coaches:	Judges:	Volunteers:
Cater for themselves.	Cater for themselves.	Lunch & drinks provided.	Lunch & drinks provided.

7.03 – Toilet and changing facilities

This venue has limited toilet & changing facilities. Disabled toilet/ changing facilities are available.

Where possible, gymnast to arrive dressed ready to perform with additional clothing for warmth.

[Section 7.04 Hygiene & sanitisation](#) has additional information of cleanliness within these areas.

7.04 – Hygiene & sanitisation

British Gymnastics wish to support recognised events to ensure everyone's health, safety, & welfare is maintained throughout. Levels of hygiene & sanitisation can vary for individuals, although following the ongoing guidance set out by the Government & British Gymnastics, for this event would like to encourage the following:

- Advise to anti-bac hands as often as possible
- Advise of face masks in busy/ confined areas
- Others to be confirmed closer to the time

As per the **Code of Behaviour** and [Section 8.02 Code of Behaviour](#) this event abides by the Governments [NHS Test and Trace](#) system and asks anyone showing any of the listed symptoms ([NHS symptoms](#)) must stay at home and get tested.

7.05 – Car parking

While the event has been programmed to cater for the volume of car parking, there is the following car parking available:

- **Front car park** – This is free of charge although is limited.
- **Side car park (LE3 6DN)** – This is free of charge with plenty of parking.

8.0 – Regulations

8.01 – Standardisation

This event is recognised by British Gymnastics with the guidance of policies such as:

- [Health, Safety, & Welfare Guidance: Safe Environment](#)
- [Health, Safety, & Welfare Guidance: Safe Participation](#)
- [Health, Safety, & Welfare Guidance: Safe Coaching Policy](#)
- [Health, Safety, & Welfare Guidance: Safe Trips Policy](#)
- [Safeguarding Policy](#)

Using these policies & guidance, this event aims to provide a high quality & standardised approach to gymnastics for all those involved in the lead up & during the event.

8.02 – Code of Behaviour

Each gymnastics moment is a memorial; to create these such events, gymnastics can become challenging, competitive, & onerous on individuals. To ensure the mental and physical wellbeing of everyone involved these events are focused on fun & participation elements ('friendlies') therefore aren't pressurised.

To ensure everyone encourages this philosophy throughout the event journey, the following are to be followed at all times:

- **Code of Behaviour – Participant**
- **Code of Behaviour – Spectators**

Where these aren't followed the Event Organiser has the right to withdraw entry/ access to the event prior and during event, which may affect future attendance of events.

8.03 – Spectating the event

8.03.1 – Ticket purchasing

Tickets can be purchased via:	Cash
Tickets to be purchased by:	On the day/ door

Notes:

- Spectators reserve the rights not to buy.
- Only valid ticket holders will be allowed access to the event.

8.03.2 – Event entry

Upon welcoming to the event, individuals will be asked:

- For proof of entry (ticket).

*[Section 8.02 Code of Behaviour](#) stipulates that this event abides by the Governments [NHS Test and Trace](#) system and asks anyone showing any of the listed symptoms ([NHS symptoms](#)) must stay at home and get tested.

8.03.3 – Behaviours during the event

As per [Section 8.02 Code of Behaviour](#), everyone attending & involved in this event must enhance the experience through their behaviours. Any behaviours deemed unsatisfactory will have the related procedures taken to allow a fair and equal outcome.

8.03.3 – Crowd imagery

Experiencing the event in person is unique, sharing that moment with another is memorial. Therefore, during this event it is expected for imagery to be taken (full details found in [Section 8.04 Photography](#)) which those spectating may be included in the imagery background as a 'crowd' or specific 'individual' images. [Section 8.08 Privacy statement](#) demonstrates how this type of data may be used and is also stored.

Where any individuals aren't able to have this photography taken, please inform the entering club who can then add this to their entry form, or upon day entry inform the staff member on the desk.

8.04 – Photography

Hinckley Gymnastics Club & DE Photos may take images to record, demonstrate and promote the gymnastics activities performed throughout this event. Any images published on our website, social media account, and in our communications will align with the British Gymnastics [Safeguarding Policy & Procedure](#) and [Photography Policy](#).

This events Privacy Statement can be found in [Section 8.08 - Privacy statements](#) and the official photographers found [online](#).

Anyone that does not wish to be filmed, photographed, or imaged published are to inform the Club/ Event Organiser via the Entry Form.

Where notified, steps will be able to be put into place to prevent the imagery capturing. Any published images will be reviewed prior to publication.

Spectators

Photography is **permitted by family & friends of event participants**, providing these are for **used for personal use only**.

Responsibility of each Club:

- Inform any representatives, gymnasts, parents, and spectators of these photography arrangements.
- Inform the Event Organiser **via the Entry Form** of anyone who does not wish to have their photo taken by the by the Event Organiser for event promotional purposes.
- Ensure that any images taken for club purposes are restricted to club members in line with the clubs' privacy notice.

When taking photographs and videos:

- **Remove** any 'flash' on their device.

- **Not to be** used of children in a way that would place a child at risk of harm.
- **Not to be** used in a way that is inappropriate given the age of the participant & the context that the image was taken.
- **Not to be** used in a way that would cause damage or distress to any individual or in a way that could bring the sport into disrepute.
- **Not to be** edited in such a way as to cause embarrassment or distress.
- **Not to be** published where there is a legal or safeguarding reason not to.
- **Not to be** without appropriate safeguards in place to minimise the likelihood of anyone who is not authorised to view or use these images.
- **Not to be** live streamed at any point during the gymnastic activities.

In the circumstance anyone suspects a breach of this photography arrangement, please inform Event Organiser.

8.05 – Feedback and complaints

Events are set up with the sport at the heart, to allow ongoing improvements please provide your constructive thoughts within five working days of the event date, via this [online survey](#).

8.06 – Health and safety

8.06.1 – Health & Safety statement

The Event Organisers prioritise the Health, Safety, and Welfare of everyone, which they aim to apply the British Gymnastics guidance's with immense detail. This includes the Health, Safety, and Welfare no matter their role, age/ level, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Event Organiser abide by the governance set by [British Gymnastics](#) and by the [Government](#) for event creation and management, which is extended to all Clubs. This can be done via the opportunities offered via the [CPD](#) & [Club Roles](#) pages on the British Gymnastics website.

The intention of the event is to create an environment that is friendly with low-pressure, no-stress for all those involved, while providing opportunities for all to challenge themselves and creating their own **Power to Amaze**.

8.06.2 – Risk Assessments

Risk assessment(s) have been carried out using the guidance's listed in [Section 8.01 Standardisation](#).

Where any additional requirement may need further consideration, inform the [Event Organiser](#).

Individual Clubs have a responsibility to risk assessments their representing persons (Gymnasts, Coaches, Spectators, Judges etc.) attending this event, speak to the [Event Organiser](#) for guidance.

8.06.3 – Adaptations

The following adaptations for this event can be requested via the club's entry form process:

- | | |
|---|--|
| <ul style="list-style-type: none">• Capability related• Facility related | <ul style="list-style-type: none">• Exceptional circumstance related |
|---|--|

8.06.4 – First Aid and Welfare

This events Health & Safety Plan has highlighted the following provisions:

- First Aider
- Welfare Officer

Information regarding risk assessments can be found in [Section 8.06.2 Risk Assessments](#).

First Aid

During the event, while all incidents & accidents are to be reported to a member of staff, Clubs are advised to bring a portable First Aid kit for minor incidents.

Welfare

[Section 6.0 Role requirements](#) provides guidance on attire for this event, please ensure all club representatives support the welfare of gymnasts no matter their individual characteristics. Where you find anyone in breach of this please report this to the nearest member of staff or the event [Welfare Officer](#).

8.06.5 – Allergies

Where any food is to be brought into the event, this is to be **nut free**. Details of the food & drink provided by the event can be found in [Section 7.02 Catering](#).

8.07 – Emergency procedure

In the event of the emergency alarms sounding please follow the below procedure:		
Gymnasts/ Coaches	Judges/ Volunteers	Spectators
Coaches to line up their gymnasts on the floor. Evacuate via the nearest fire exit. Meet at the fire point – Front car park	Evacuate via their nearest fire exit. Meet at the fire point – Front car park	Being responsible of those spectating with (not including gymnasts). Evacuate via their nearest fire exit. Meet at the fire point – Front car park

In the event of an emergency, contact the [Event Organiser](#), the [Venue](#), or a member of staff.

8.08 – Privacy statement

Event management requires the processing and retainment of personal and sensitive data, the Event Organisers focus on gathering and using any data for legitimate and lawful reasons in line with Data Protection [legislation](#) (Gov.uk, 2021) & [guidance](#) (Club Hub – Resources, 2021).

Clubs, Coaches, Judges, Volunteers

- Upon registering for this event, data provided will be retained for 13 months. These timings are for reasons of future event communications of similar type. *
- This timeframe includes the 21-day retainment for the [NHS Test and Trace](#) system.

Gymnasts and Spectators

- Upon registering for this event, the data provided will be retained for 21-days post event, for the [NHS Test and Trace](#) system.
- Personal Data to be retained for historical recollections will be the Gymnasts' scorings.

Imagery

- Imagery, including videos, will follow processes set out in [Section 8.04 Photography](#). *
- Any imagery identified as unrequired or unauthorised will be discarded 7-days after the event.

*To request any data to be excluded/ destroyed, a **written request** must be included **as part of the Entry Form**. For further guidance, contact the [Event Organiser](#).

8.09 – Terms and conditions

By entering this event, all representing individuals agree to the rules, regulations, and standards stated within this event documentation.

Failure to comply, the Event Organiser has the right to withdraw entry/ access to the event prior and during event without refund, which may affect future attendance of events.