



Retford GC
Levels 1 to 4
GfA Floor and Vault
Competition Handbook
Host club – Retford Gymnastics Club

Competition Organisers' name: Jack Duggan and Pam Rose

British
Gymnastics

About

Host club

Retford Gymnastics Club

- Retford Gymnastics Club's aims are to provide healthy recreation in gymnastics activities that will encourage all gymnasts to achieve their potential, offering the opportunities to compete.
- The club offers Preschool, General, Women's Artistic, Men's Artistic, Disability and Adults
- Retford Gymnastics Club was started in 2007



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 **Retford GC GfA – Levels 1 – 4 Floor and Vault Competition**, 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:

Gender	Boys and Girls
Age	5 to 16 years 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 20 th October 2019 to enter the 6 years age category.
Ability	This competition is aimed at gymnasts training a maximum of 1 – 3 hours per week (category dependant).
Club, County, Region	This is open to all British Gymnastics registered clubs.

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

Time and date

Date(s):	20/10/2019
Estimated start time: *	9:00am and 1:00pm
Estimated end time: *	12:30pm and 5:00pm
Programme circulation:	10/10/2019



***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

Venue name:	Retford Gymnastics Club
Address and postcode:	The Old Timber Shed, Torworth, DN22 8JZ
Google maps link:	https://www.google.com/maps?q=DN22+8JZ

Theme

This event has the following theme:	No theme
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Entry costs overview – Clubs, Gymnasts, and Spectators

Cost per competing gymnast:	£15.00
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Also required as part of entry:	Volunteers	Display group or individual to perform between rounds
	Ideally one per club	If you have a group wishing to gain some experience in front of a crowd or practice a routine e.g. before Gym Fusion / Gymstrada etc.

Cost per spectator:	Adult	Child (under 16 years)	Infant (under 5 years)
	£5.00	£2.00	£0.00
	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.

Cost for no allocated judge (per club):	£15.00
Cost for no show judge (per judge):	£30.00

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 entries to jack.duggan@british-gymnastics.org
Entry opening date:	03/06/2019
Entry closure date:	22/09/2019

Note: The Competition Organiser holds the right to close the entry period early if the maximum entries have been reached.

Payment method

BACs transfer:	
Name:	Retford Gymnastics Club
Account number:	61400797
Sort code:	40 – 38 – 11
Reference:	GfA 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

Competition Organiser:	Jack Duggan	07584517635	Jack.duggan@british-gymnastics.org
Venue contact:	Pam Rose	0767884552	retfordgymnastics@aol.com
British Gymnastics Competition Coordinator:	Jack Duggan	07584517635	jack.duggan@british-gymnastics.org
	Polly Hucker	07584515030	polly.hucker@british-gymnastics.org

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:

Late entry fee:	No late entries accepted
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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.

This can be done anytime up until the entry closure date.

Post event entry closure

Please contact the Competition Organiser prior to discuss your individual situation.

Depending on the stage of event organisation, it may be too late to alter/re-do any preparation that has been completed for the big day.

Transfer/change of a gymnasts

After prior consultation and agreement with the Competition Organiser, you will be able to transfer/change a gymnast within your entry e.g. removal of one gymnast and insertion of another.

To do this please email the Competition Organiser with the details as per the 'Entry Form' but stating which details are to be removed from the entry and which are to be inserted.

Withdrawal of entry

To do this please email the Competition Organiser with the details as per the 'Entry Form' with a brief explanation.

Fees to withdraw

If the withdrawal is:

- **After the closure date** – A fee may 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.

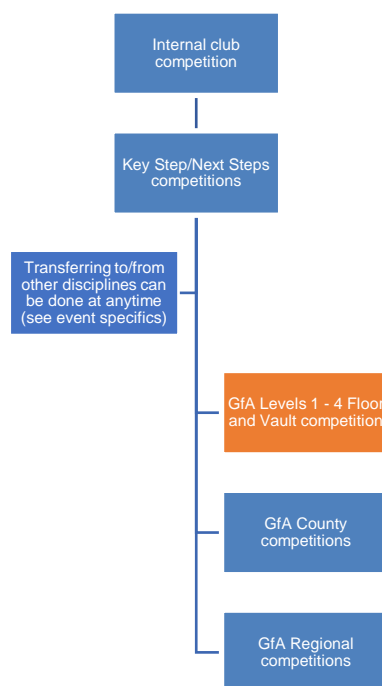
Structure and programme

Type, level, and pathway

Competition type: GfA Floor and Vault

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 orange 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 Trampoline NDP competition prior to this competition.



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 warm ups, performances	
Presentation	12:00
Photo opportunity	12:20
Competition ends	12:30

Category breakdown

Within this competition the categories are as follows:

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



	15 years 16 years	15 years 16 years	15 years 16 years	15 years 16 years
Disability	<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 'Disability Gymnasts: Adaptations' and 'Disability Gymnasts: Classification of impairment' sections for further information.</p>			
Gender	All	All	All	All
Apparatus	Floor Vault	Floor Vault	Floor Vault	Floor Vault

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 20th October 2019 to enter the 6 years age category.

- 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 main stream entry form.



Gymnasts that have...

- Entered GfA or Artistic Floor and Vault competitions must enter Level 3 or 4.
- Entered GfA or Artistic Floor and Vault 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 are not eligible to enter Gymnastics for All competitions.
- Entered Women’s Artistic County or Regional competition or grades are not eligible to enter Gymnastics for All competitions.
- Competed within Club Grades **can** enter.
- Entered all levels of display festival **can** enter this competition.
- 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
Three	Three	Four	Four

This applies to each individual gymnast.

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.

Appropriate required aids can be used to support gymnasts within the competition; gymnasts will be judges against the mainstream judging criteria unless entered a Disability category.

If you would like to discuss any possible adaptations prior to entering this event, please contact the Competition Organiser as each situation is decided on an individual basis.

If you both feel that adaptations into the mainstream categories aren't currently the most appropriate entry method for the gymnast currently, then maybe a disability category would be most suited. Depending on the number of 'entries' and 'classification of impairments', it will determine how the Competition Organiser is able to categorise the competition for Disability Gymnasts to maximise the experience for the gymnasts, as they would for mainstream gymnasts (see [Category breakdown](#) notes).

The next section ([Classification of impairments](#)) lists how the Competition Organiser may categorise the Disability Gymnasts for this competition.

Entering: Mainstream category

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

Entering: Disability category

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

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 13 years	Individual basis	Category 1 – Hearing, Visual, and Physical Category 2 – Learning



				14 years 15 years 16 years		
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Notes:

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

For example: Category 1 – 1 Hearing, Visual, and Physical may be split into two (or three) categories to suit the number of entries per impairment. 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:

T-shirt

Participation certification

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

Trophy – 1st

Medal – 1st, 2nd, 3rd

Certificate – 4th, 5th, 6th

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

Souvenir T-shirt

As part of the entry to this every gymnast will receive a souvenir T-shirt.

This will have a printed design on it to represent the event. Only one colour will be available.

The sizes available are:

- 5 – 6 years
- 7 – 8 years
- 9 – 11 years
- 12 – 13 years
- Small adult

As part of the entry form you will be asked for each gymnast's preference on size as these will be pre-ordered ready for collection during the event. The costs are included within the entry fee.

T-shirts will be like this photo, but it will have all gymnast's names on the back and the event title and Retford logo on the front.



Performance details

Warm up

There **is** 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 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

Music is required for the following categories of this competition:	<ul style="list-style-type: none"> Isn't essential but cant be used if wish to
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Note: Timings etc. requirements are stipulated on specific 'Skills and Tariff sheets'.

Pre-event music requirements

Music submission date deadline:	N/a
Music submission method:	N/a
Music format:	N/a

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

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:

- N/a

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 **2** copies of the Tariff sheet pages 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 skill must be different; repeated skills won't be counted and will receive a 1.0 deduction from the Difficulty Value and the any Execution Deductions if performed.

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

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	All levels	Continental	12m x 12m Strips used for routines	
Box vault	Level 1 – option 3	Generic	Height = 2 tier	
Box vault	Level 2	Generic	Height = 3 tier	

Table vault	Level 3	Continental	Height = 1.05m – 1.35m	
Table vault	Level 4	Continental	Height = 1.05m – 1.35m For Option 1, mats to be piled to same height as vault	

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 slips

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 team's final score.

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

Judge slip example



Floor		Vault	
No.		Gymnast name:	
This is based on the skills performed		Tariff:	
		Execution starting score:	10.00
Tariff + Execution starting score =		Starting score:	
What errors have they done against the requirements		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.

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	Further details on how to become a registered British Gymnastics Club can be found on the British Gymnastics website - https://www.british-gymnastics.org/clubs/club-membership/fees		

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	For everyone's safety, all gymnast must be suitable experienced to perform their



		<p>competition area (minimum requirement).</p> <p>Level 1 coaches can support the lead coach(s).</p>	<p>chosen skills and routines and must have completed the skill in their own coaching environment to a point of competency.</p> <p>For example, it can't be the first time they have completed the skill.</p>
Only those listed on the entry form will be allowed within the competition area.			
British Gymnastics ratios	N/a	1 coach : 8 gymnasts	
Qualifications	<p>Minimum = Intro To... Judging qualification</p> <p>Ideally = Floor and Vault judge, Club level judge qualification in any of the following disciplines; Men's Artistic, Women's Artistic, TeamGym, Tumbling, Trampoline, DMT</p> <p>Note: Judging guides will be provided on the day.</p>	<p>Appropriate British Gymnastics qualifications must be held to deliver the selected skills.</p> <p>See 'Skill requirements and routines' for further details.</p> <p>All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.</p> <p>The lead coach must be qualified one of the following: MAG, WAG, GG, TG</p> <p>Supporting coaches can be qualified in one of the following: MAG, WAG, GG, TG, TUM</p>	<p>All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.</p>
DBS	Yes	Yes	No
Safeguarding training	Ideally	Yes	No
Experience and abilities	<p>No judging experience is required but some experience/knowledge of Floor and Vault would be beneficial.</p> <p>Judging guides will be provided on the day for those who haven't judged at this type of competition before.</p>	<p>Experience within delivering/supporting all skills which gymnasts are performing.</p>	<p>Gymnasts must be at a point of competency (within their own environment) to perform their chosen skills and routines.</p> <p>For example; it can't be the first time they have completed the skill.</p>
Membership	<p>BG Bronze judge membership</p> <p>British Gymnastics guidance</p>	<p>Supervising coach = BG Gold, Joint Gold, or Life Member</p>	<p>BG Bronze gymnast membership</p> <p>British Gymnastics guidance</p>



		<p>Assisting coach = BG Silver (if level 1), BG Gold, Joint Gold, or Life Member</p> <p>Volunteer = No membership required but must always be accompanied by a named coach</p> <p>British Gymnastics guidance</p>	
Attire	<p>Ideally = FIG standards – Navy trousers/skirt, white shirt.</p> <p>Allowed = Black trousers/skirt, white shirt.</p>	<p>Suitably recognisable by all.</p> <p>Appropriate to spot/support gymnasts during practice and performance.</p> <p>Following BG Education guidance.</p>	<p>Clothing = Tight fitting shorts, T-shirt, Leotard, Leggings, Leotards preferred if not shorts, matching gymnastic shorts may be worn but not cycling shorts.</p> <p>Hair = Neat and tidy, tied back from the face.</p> <p>Feet = Bare or gym shoes</p> <p>Rest/waiting times = Optional</p> <p>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.</p>
Payment arrangements	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
Transport arrangements	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.	British Gymnastics guidance
Jewellery and body adornments	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.	British Gymnastics guidelines
Additional requirements	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 will be located around the floor/performance areas, on the ground level.

Contact the venue if any particular seating requirements are required.

Food and drink

Hot and cold drinks will be served and will snacks and cakes.

Please bring change along to help with purchasing.

Toilet and changing facilities

There are gender specific changing on-site.

There is baby changing facilities on-site.

On-site entertainment

There is a waiting area with some toys available which you can take restless children into.

Car parking

There is plenty of on-site car parking, which is free of charge.

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.

It would be most helpful if the supporting coach from each club is first aid trained 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 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.

Depending on number of entries, DE Photos may be invited to this event. This will be confirmed post entry closure date.

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 **venue manager or welfare officer**. 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)

Retford Gymnastics Club welcome photographic memories to be taken but only of those which the parent/carer is responsible for e.g. their own child. Please state in the entry form if a gymnast isn't allowed photography so the club can act appropriately in their organisation of the event.

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>

Complaints and grievances

If you have a complaint or grievance regarding any happenings about or at this event, please ensure you send in your details to the Competition Organisers' email 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.

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	Link
Risk assessment training for clubs	British Gymnastics eLearning course	Link
GDPR Date Security	British Gymnastics eLearning course	Link
GDPR Implementation	British Gymnastics eLearning course	Link

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.