



**Gymnastics for All –
Retford Gym Club
Floor and Vault Competition 2018
Handbook**

Host club – Retford Gymnastics Club

Competition organiser name: Jack Duggan

**British
Gymnastics**
More than a sport



About

Host

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 opportunity 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

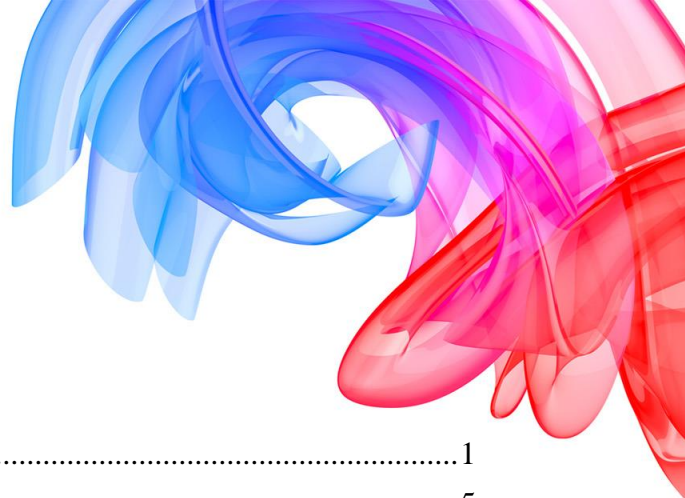
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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:

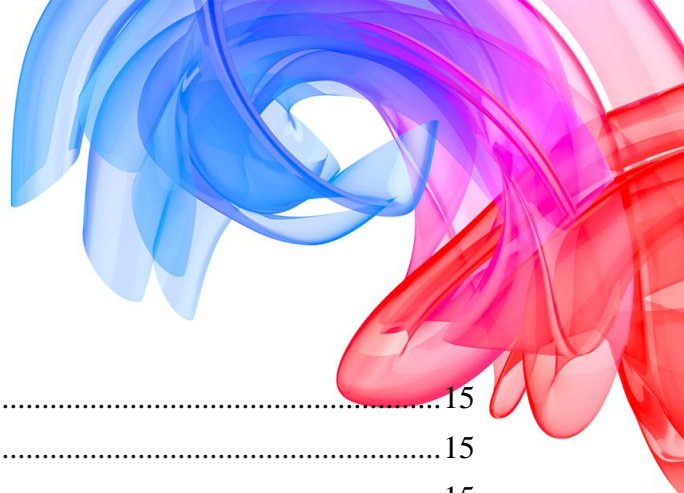
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.



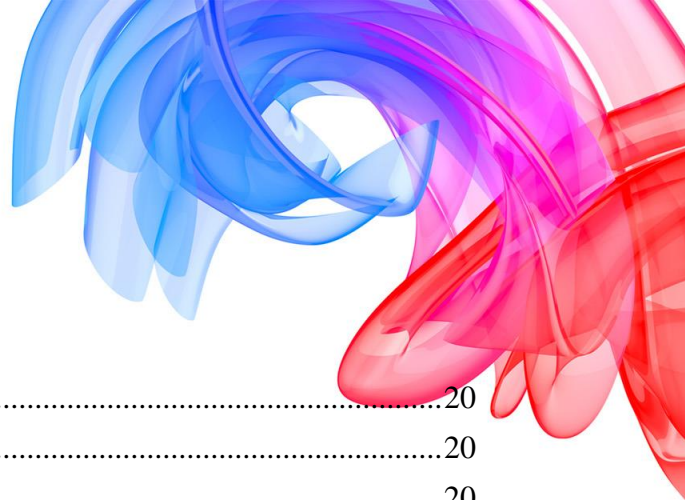


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Competition details – Overview

Welcome to the **Gymnastics for All – Retford Gym Club Floor and Vault 2018 Competition**, within this pack you will find all the details to participate within our competition, support by British Gymnastics.

This competition includes both floor and vault apparatus for boys and girl's which links into the County and Regional pathway. This event provides gymnasts the opportunity to compete similar range of difficulty of skills without the pressure and against those not already involved in the County or Regional competitions

Who can enter?

This competition is for:

This is open to all British Gymnastics registered clubs (all regions).

Gymnasts aged 5 – 16 years old.

See [Category breakdown](#) section of this document for further details.

Venue and address

Venue name: Retford Gymnastics Club

Venue address and postcode: The Old Timber Shed, Torworth, DN22 8JZ

Link to google maps: <https://www.google.co.uk/maps/place/Retford+DN22+8JZ/@53.3747766,-1.0185759,17z/data=!3m1!4b1!4m5!3m4!1s0x4879a7e2d9c3324b:0x4212983874af721e!8m2!3d53.3747766!4d-1.0163872>

Time and date

Date/s: 25th November 2018

Estimated start time(s): 9:00am (Under 8 years) and 1:00pm (Over 8 years)

Registration and warm up times: These will be sent out with the programme after entry closure.

Estimated end time(s): 12:30pm (under 8 years) and 5:00pm (Over 8 years)

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

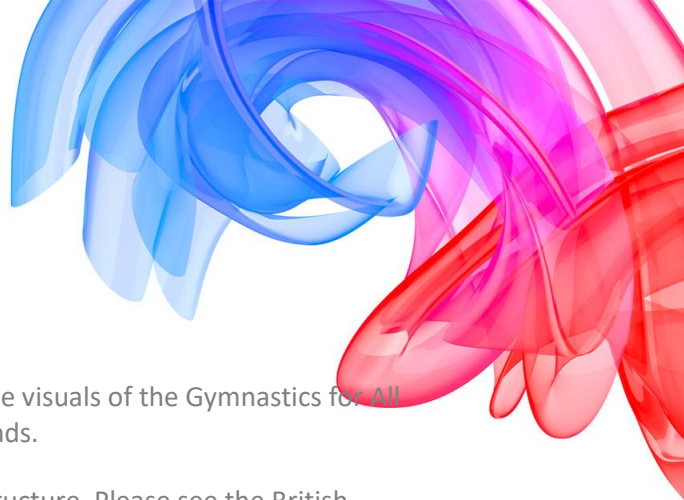
Competition type: GfA Floor and Vault

Competition level: Level 6 and 5

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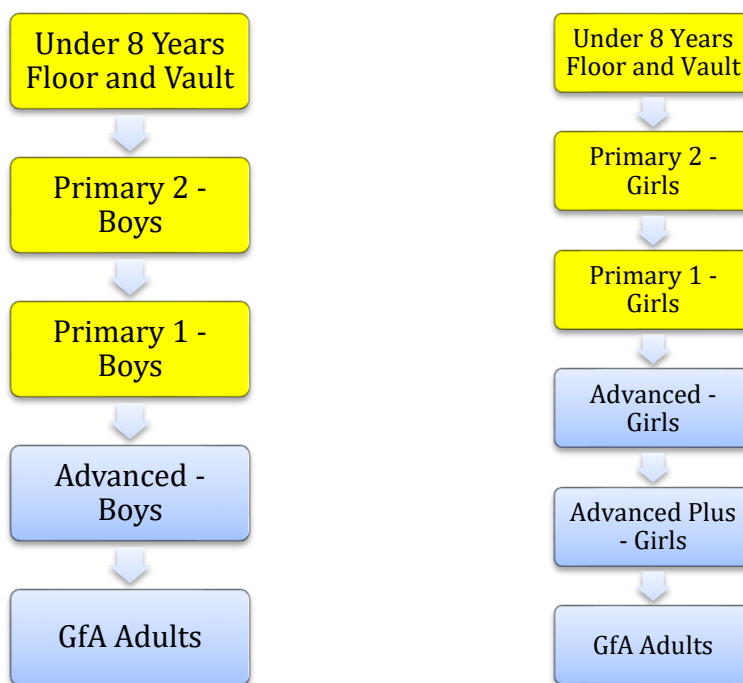
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Competition pathway: The following flow charts are simple visuals of the Gymnastics for All Regional pathway for boys and girls, especially East Midlands.

Note: Each County and Region will have their individual structure. Please see the British Gymnastics Regional web pages for contact details for further details.

This competition is focused on the beginner end of the pathway – highlighted in yellow.



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

Theme

This competition has no theme or additional (miniature) competitions involved in the day.

Entry costs overview – Gymnasts and Spectators

Cost per competing gymnast: £15.00

Cost per spectator:

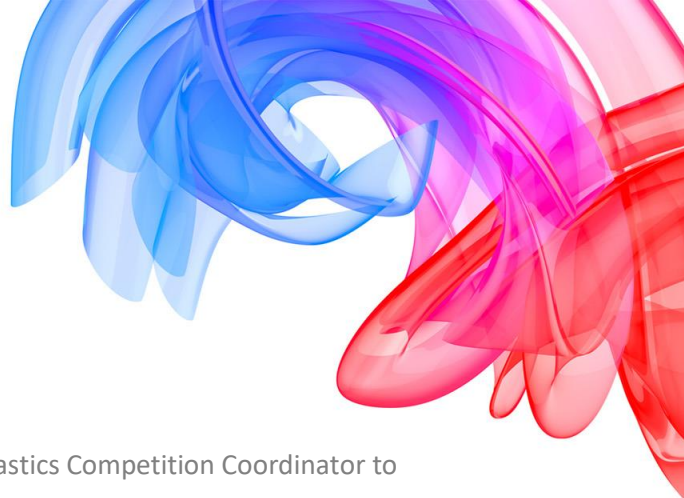
Adult	Child (under 16 years)	Infant (under 5 years)
£4.00	£2.00	£0.00

Note: Spectator tickets can be purchased from the club on the day of the event. If you have a large group, please contact the festival organiser to discuss options.

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Cost for no allocated judge: £50.00 per club

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

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 similar to this photo, but it will have all gymnast's names on the back and the event title and Retford logo on the front.



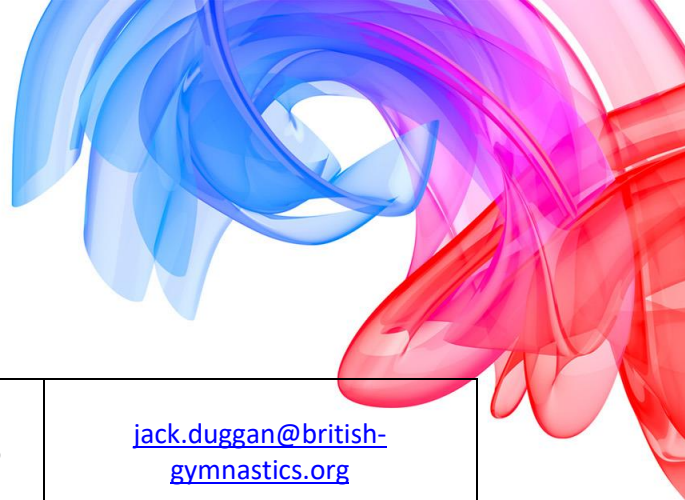
Key contacts

Competition organiser:	Jack Duggan	07584517635	jack.duggan@british-gymnastics.org
Venue contact:	Pam Rose	0767884552	retfordgymnastic@aol.com

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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 event via:

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

Method of payment

BACs transfer:	
Name:	Retford Gymnastics Club
Account number:	61400797
Sort code:	40-38-11
Reference:	RGC Floor & Vault Comp [Club name]

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

Entry dates

Entry opening date: 01/08/2018

Entry closure date: 28/10/2018

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

Late entries

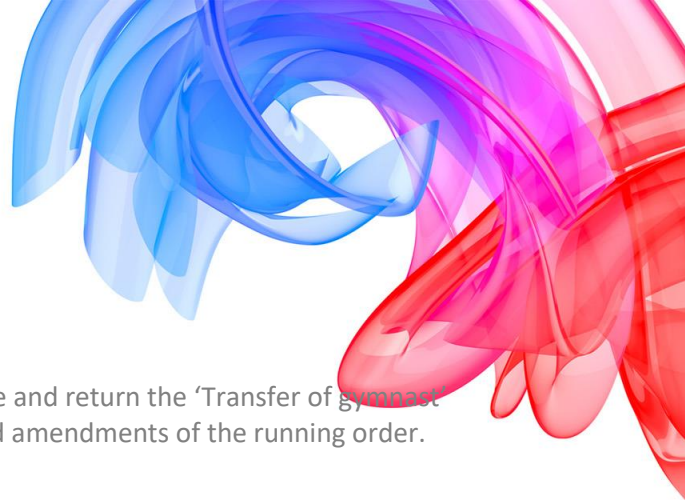
Entries after the closure date may not be accepted (depending on the stage of the organisation process) and may incur an administration charge for the refund process.

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.

This can be done anything up until the time of the entry closure date. If this if it is after the entry closure date, please contact the competition organiser prior to discuss the situation. Otherwise you may need to use the [Withdrawal of entry](#) process for the gymnast.



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

Withdrawal of entry

If you require to withdraw a gymnast, please 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 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.

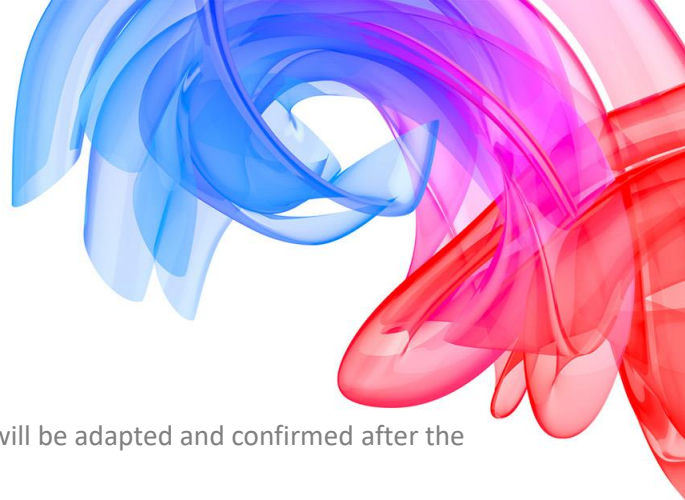
Structure and programme

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 confirmed to all those involved.

Note: Some competitions may be broken up into separate smaller competitions to suit the number of entries/categories.

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	12:00
Presentation	12:10
Photo opportunity	12:20
Competition ends	12:30

The U8 will be in the AM and the O8 competition will be in the PM using the same process.

Category breakdown

Within this competition the categories are as follows:

	Categories	Ages
Under 8 years	Boys	5 years
	Girls	6 years
		7 years
Over 8 years		8 years
		9 years
	Boys – Primary 2	10 years
	Boys – Primary 1	11 years
	Girls – Primary 2	12 years
	Girls – Primary 1	13 years
		14 years
		15 years
		16 years

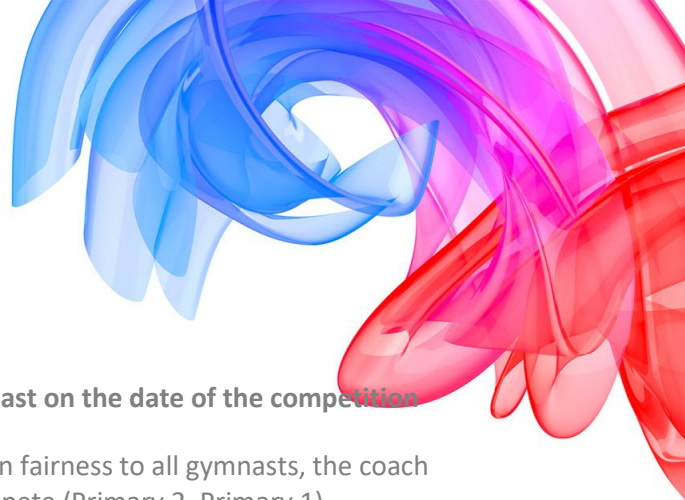
Notes:

- Depending on the number of entries in each category after the closing date, some categories are subject to change. For example; 7 years 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 together as there are only 2 in each age group entered.
This will be down to the discretion of the competition organiser, but this will be fully communicated prior to the competition date.

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- The entry age for the gymnast, is the **age of the gymnast on the date of the competition**
 - To compete in over 8 years competitions in fairness to all gymnasts, the coach should decide at what level gymnasts compete (Primary 2, Primary 1).
- GfA Floor and Vault rules are designed to be inclusive. Gymnasts with additional needs may take part within a mainstream category or a disability specific category. Please make the competition organiser aware of any specific requirements upon entry.

Gymnasts that have...

- Competed within County level competition previously (any discipline) must not have done so for at least 8 months to enter this competition.
- Competed within Regional level (or above) competition previously (any discipline) must not have done so for at least 12 months to enter this competition.
- Entered all level of display festival can enter this competition.
- Competed within other low-level club, schools and leisure centre (inter and intra) type competitions can enter this competition.

The above restrictions are placed to allow those not currently involved in competitive gymnastics the opportunity be involved.

Apart from the above restrictions, you may enter any gymnasts at any level e.g. a gymnast could enter the Floor and Vault Primary 2 – Girls although they have never entered a competition prior. Thus, keeping in mind the physical and psychological factors involved with entering a gymnast at an intermediate level as their first time.

Training hours

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

Maximum training hours per week	
Primary 2	Primary 1
Three	Three

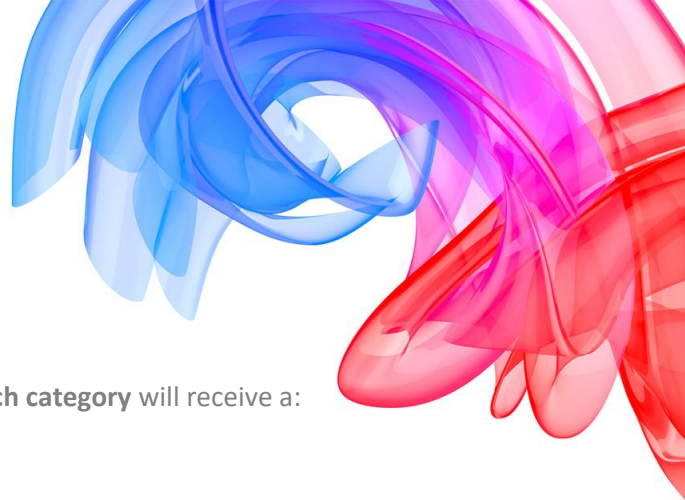
Rewards and gifts

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

Well done/participation certificate
Souvenir T-shirt

As part of this competition **6th – 4th place gymnasts' in each category** will receive a:

6th – 4th place certificate



As part of this competition **3rd – 2nd place gymnasts' in each category** will receive a:

Medal

As part of this competition **1st place gymnast in each category** will receive a:

Trophy
Medal

As part of this competition **the overall winner (all apparatuses totalled together) of each age group** will receive a:

Trophy
Medal

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

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 five minutes per apparatus for the apparatus warm up. Attempts/timings subject to change at the competition organisers discretion.

Music and PPL licence

Music is required for the following categories of this competition: **None**.

Where music is required

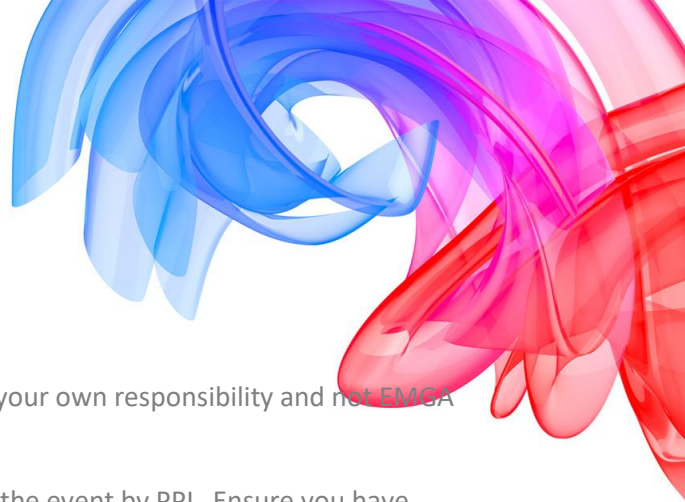
Please ensure you submit your music online to the competition organiser by **N/a**. This should state the:

- Club/team
- Gymnast full name
- Gymnast membership number
- 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 **N/a**.



Please note that although very-low risk, any damages are your own responsibility and not EMGA or the competition organisers.

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

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)

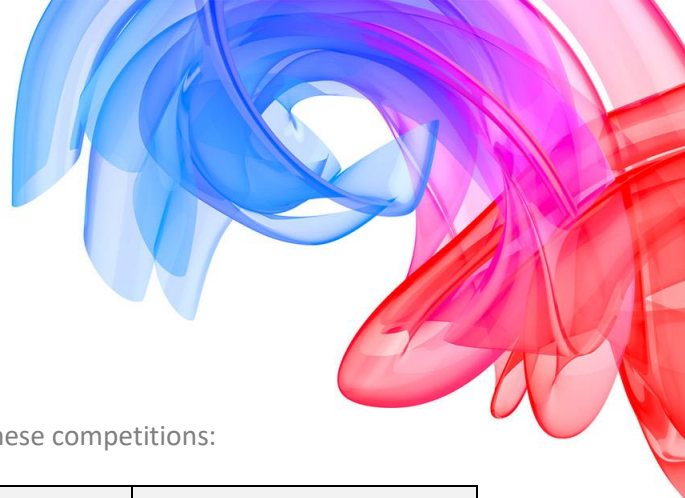
Skill requirements and routines

Skill requirements and routines can all be found on the individual event as a separate document.

This will be named as the 'Skills and Tariff sheet'.


Primary 1 entries – Please ensure you bring two copies of the tariff sheet on the day and hand them in during registration.

Under 8's and Primary 2 – Tariff sheets aren't required as routines and vaults are set to age group.



Apparatus

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

Apparatus	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor continental	Continental	12m x 12m	
Springboard and landing mat (5 years only)	Continental	Junior springboard	N/a
Box vault	Generic	See tariff sheet for details of height	N/a

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.

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.

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>

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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>

Judge requirements

Number of judges required per team

A judge must be provided by every club entering the competition, where more are available that would be greatly supportive.

Note: 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 a judge and get involved in this competition still.

Qualification requirements

Minimum to hold any of the following:

- 'Intro To... Judging' qualification.

Ideally to hold any of the following:

- Floor and Vault judge qualification.
- Club level judge qualification in any of the following disciplines; Men's Artistic, Women's Artistic, or TeamGym.

Note: Judging guides will be provided on the day for those who haven't judged at this type of competition before.

Payment

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

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Attire

Smart wear – Trousers, Shirt, Skirt, Shoes 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.

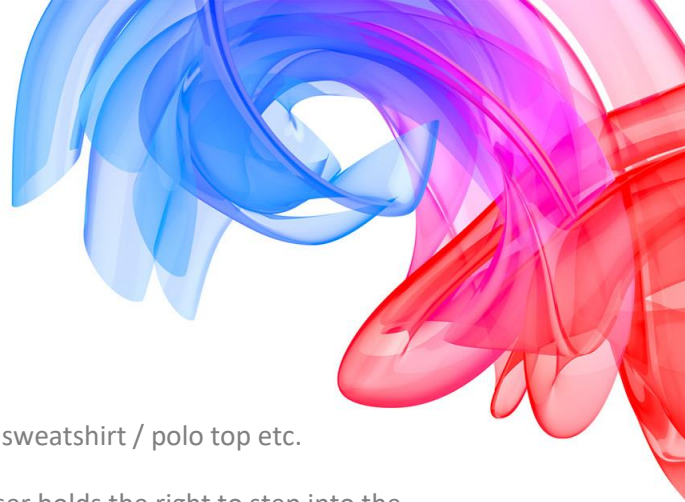
A current recognised Safeguarding Certificate must be held.

Payment

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

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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 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>

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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.

Hair neat and tidy, tied back from the face.

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.

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>

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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

Seating will be located around the floor/performance area. This will be on ground level so no steps/lifts are required.

Disabled seating can be available on request. Contact the venue contact for further details/to arrange specific seating requirements.

Spectator tickets can be purchased from club on the day of the event. If you have a large group please contact the festival organiser to discuss options



Food and drink

There will be stalls with hot and cold drinks, snacks and cakes.

Try bringing change along to help with purchasing these items.

Toilet and changing facilities

There are male and female changing rooms on-site.

There is also a baby changing and disabled toilet available also.

On-site entertainment

There is a waiting area with some toys available which you can bring restless children into but there aren't any specific soft play areas.

Car parking

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

First aid and welfare

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

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

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

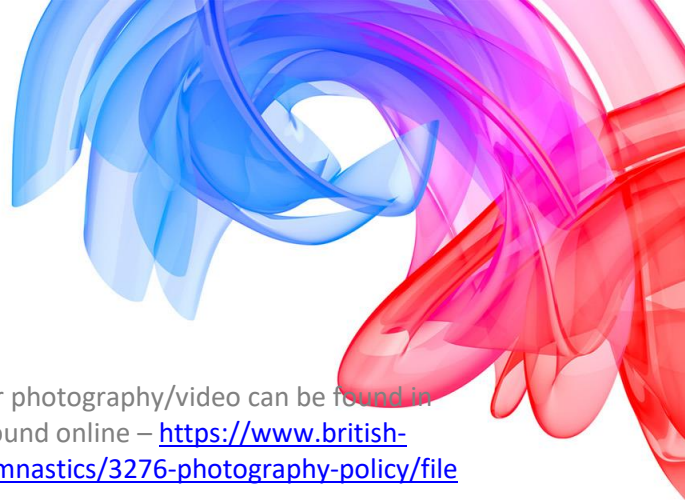
Unless stated these regulations have been created to help standardise festivals within low-level events.

Etiquette

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

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 festival please ensure you send in your details to the festival organisers email within five working days of the festival 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 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 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.

Emergencies

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

On the day of the competition the hosting club will announce the emergency procedure within a briefing at the start of each competition to ensure everyone is aware.

Terms and conditions

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

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

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