



TeamGym
Spalding GA Level 6 and 5
Competition Handbook
Host club – Spalding Gymnastics Academy

Competition organiser name: Jack Duggan

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Gymnastics
More than a sport



About

Host club

Started in 1978 the club moved from place to place until we eventually got our own Gym in 2008 at Cradge Bank, Spalding. We had 100 members when we moved into our new gym and now have 400/500 boys and girls across our different age classes. We have a dedicated team of coaches all qualified to both British Gymnastics Association (B.G.A) requirements and GymMark.

We have classes for boys' and girls' recreational gymnastics, after school classes. Also, we have development squads. We have squads of boys and girls in Artistic Gymnastics, these are our competition squads. We compete in County, Region and National competitions with great success.



British Gymnastics

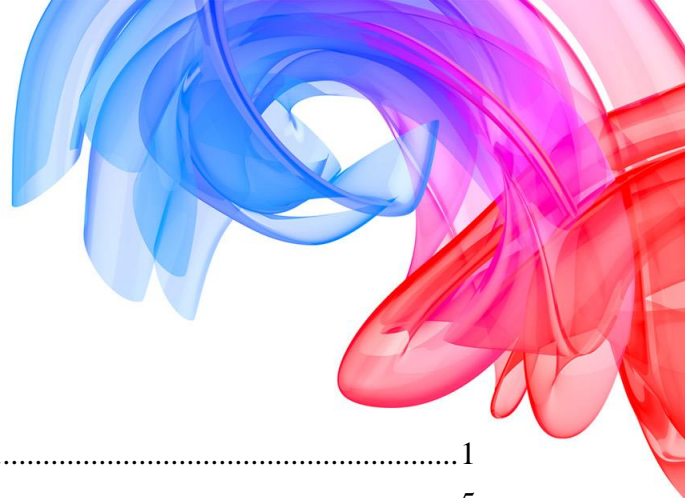
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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

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

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





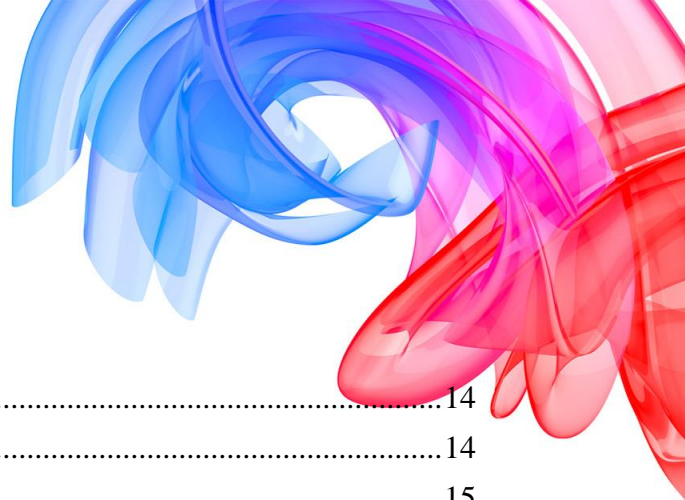
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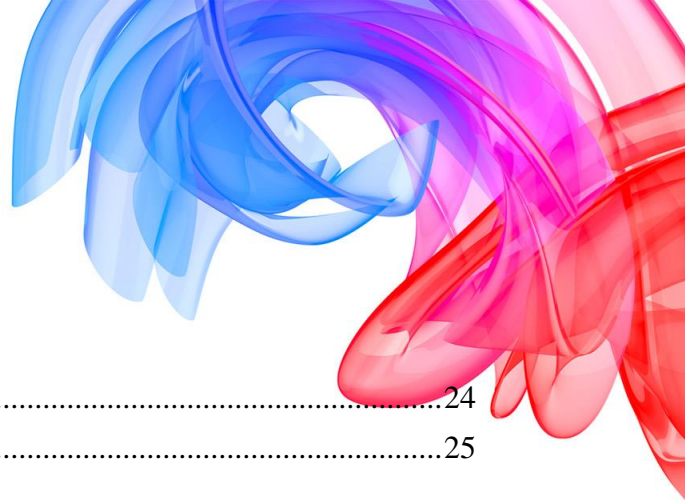
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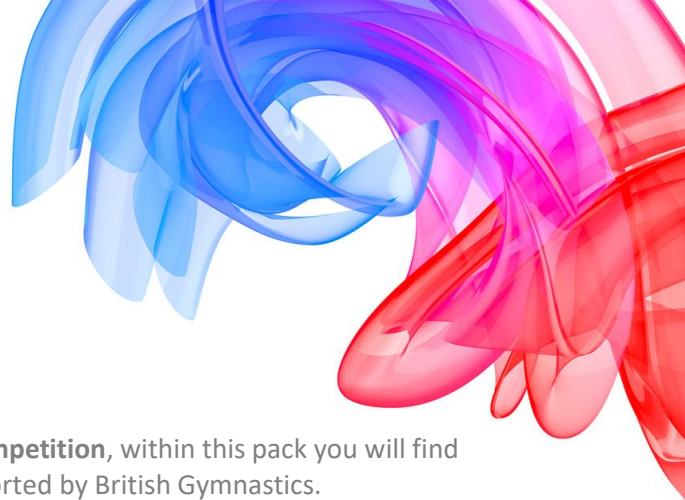


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Competition details – Overview

Welcome to the **Spalding GA TeamGym Level 6 and 5 Competition**, within this pack you will find all the details to participate within our competition, supported by British Gymnastics.

This competition includes both Full TeamGym and Micro TeamGym in all apparatus and is aimed at providing a pathway into the discipline for those who haven't been involved in TeamGym before or very long and allowing those who have been before the opportunity to develop further and take the next step into more challenging skills and the next level.

Who can enter?

This competition is for:

All clubs who have either never taken part in TeamGym competition before or have competed in previous level 6 and 5 competitions are welcomed and will be supported on the day (if required). This is one of our gymnastics for all competitions, which we encourage as many clubs to take part as possible at all levels and abilities.

This great event is open to full and micro teams in mainstream and disability gymnastics who are currently (or wishing to) working towards the British Gymnastics TeamGym rules as shown online and referenced within this handbook.

This is open to all British Gymnastics registered clubs.

Gymnasts aged 7 – 17 years old.

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

Venue and address

Venue name: Spalding Gymnastics Academy

Venue address and postcode: Unit 8 Cradge Bank, Spalding, Lincolnshire, PE11 3AB

Link to google maps: <https://www.google.com/maps?q=PE11+3AB>

Time and date

Date/s: 17/03/2019

Estimated start time(s): 9:00

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

Estimated end time(s): 13:00

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.

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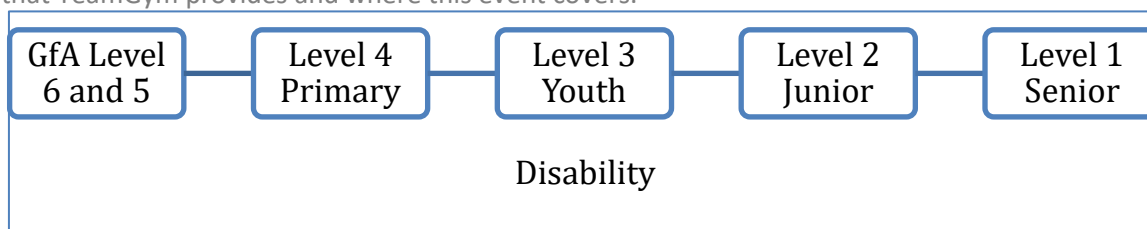


Type, level, and pathway

Competition type: GfA Level 6 and 5 Micro TeamGym and Full TeamGym

Competition level: Level 6 and 5

Competition pathway: The following diagram provides a generic overview of the type of pathway that TeamGym provides and where this event covers.



An overview of rules for all levels can be found within the pathway in the **British TeamGym Code [year]**. This can be found on the [British Gymnastics website > Technical > TeamGym > Competition Handbook](#)

Although it may not be necessary for this event (see above details on competition type and level), if you are interested in taking the next steps in TeamGym to Level 4, 3, and onwards, you can find out more information on the [British Gymnastics website > Technical > TeamGym > Competition Handbook](#)

You can also find more information regarding higher level TeamGym events within the UEG Code of Points, found on the [UEG website > TeamGym > Code of Points](#)

Note: The UEG Code of Points contains detailed information regarding skills that this competition is based on. It is worthwhile downloading and making yourself familiar with over time, but not compulsory for this event.

Theme

This competition has no theme.

Entry costs overview – Clubs, Gymnasts, and Spectators

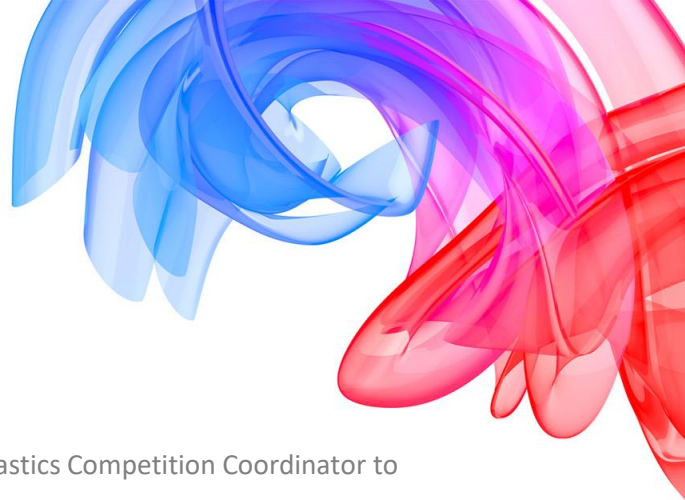
Cost per team:

Micro TeamGym	Full TeamGym
£30 per entry	£60 per entry

Cost per spectator:

Adult	Child (under 16 years)	Infant (under 5 years)
£4.00	£0.00	£0.00
Spectator fees are paid on the day of the event, on arrival to the venue.		

Note: Seating is limited, please speak with the competition organiser if you have a large group of spectators attending.



Cost for no allocated judge: £15.00

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

Key contacts

Competition organiser:	Jack Duggan	07584517635	Jack.duggan@british-gymnastics.org
Venue contact:	Alec Harding	01775 713599	info@spaldinggymnasticsacademy.co.uk
British Gymnastics Competition Coordinator:	Jack Duggan	07584517635	jack.duggan@british-gymnastics.org
	Polly Hucker	07584515030	polly.hucker@british-gymnastics.org



Entry details

Method of entry

You can enter this competition via:

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

Method of payment

BACs transfer:	
Name:	Spalding Gymnastics Academy
Account number:	55 – 50 – 56
Sort code:	62120549
Reference:	Spalding TG [club name]

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

Entry dates

Entry opening date: 07/01/2019

Entry closure date: 17/02/2019

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.

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 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.

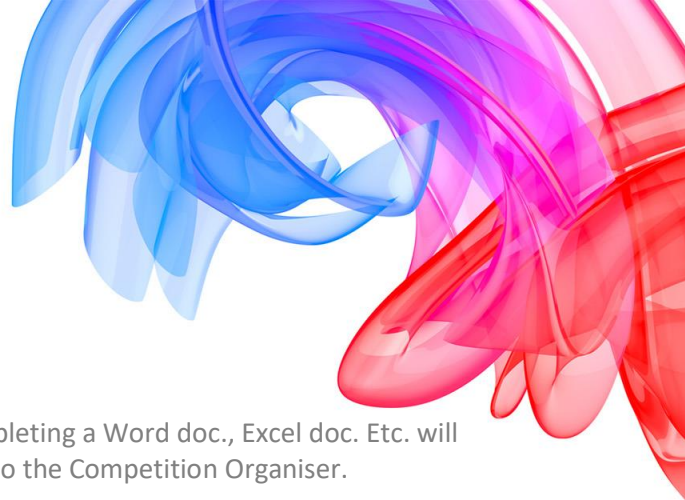
Post event entry closure

Changing of a gymnast can be done anytime up until the time of the entry closure date. After the entry closure date; please contact the competition organiser prior to discuss the situation or use the [Withdrawal of entry](#) process for the gymnast.

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How to transfer a gymnast – Manual entry process

Events with the entry process that includes manually completing a Word doc., Excel doc. Etc. will require a Transfer form being completed and submitting to the Competition Organiser.

You can find the Transfer form either online or by asking the Competition Organiser.

How to transfer a gymnast – Online entry (GymNet) process

You're able to un-submit your entry and remove/add gymnasts as much as you wish to until the entry deadline. Once you have paid for an entry you are unable to add/remove gymnasts. To add/remove a gymnast after paying for the entry you will need to contact the competition organiser as they will need to manually alter the entry (this may incur an admin fee).

Withdrawal of entry

Manual entry withdrawal process

Please complete the 'Withdrawal form' and return this to the competition organiser. This can be done at any time.

Online entry (GymNet) withdrawal process

Please un-submit the entry online, this will withdraw your entry. If you have paid already you need to contact the Competition Organiser to discuss how to withdraw, depending on the stage of withdrawal.

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.

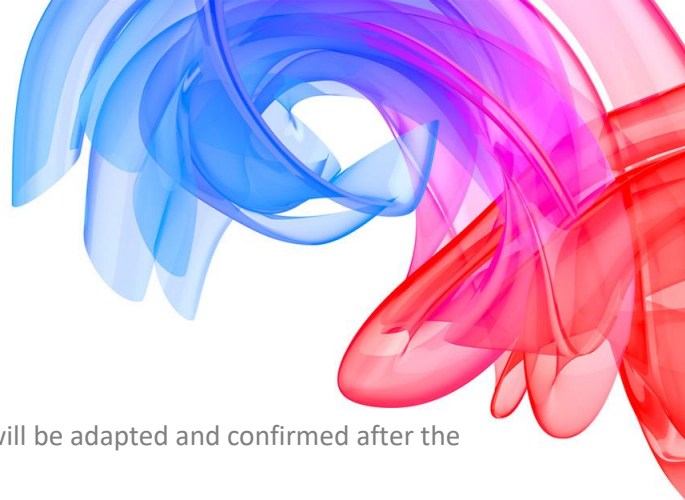
Structure and programme

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.

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	9:40
Rounds including change over, intervals, apparatus warm ups, performances	
Presentation	12:30
Photo opportunity	12:50
Competition ends	13:00

Category breakdown

Within this competition the categories are as follows:

Age group (Age in year of competition)	Categories			
	Primary 7 – 11 years	Youth 10 – 14 years	Junior 13 – 17 years	Senior 16+ years

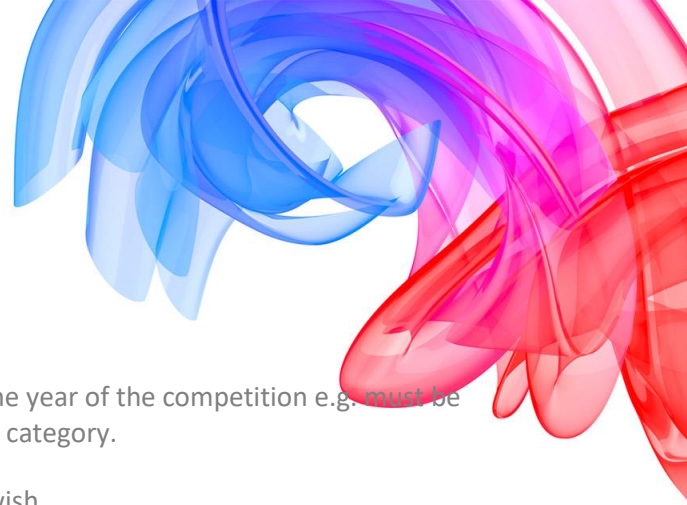
Competition type:	Competition type	
	Full TeamGym	Micro TeamGym
Apparatus competed:	Floor Trampoline Tumble	Trampoline Tumble
Team size:	6 – 12 gymnasts	3 – 5 gymnasts
Gender:	All male All female Mixed	
Cost per team to enter:	£60	£30
Notes:	<ul style="list-style-type: none"> Number of male and female gymnasts don't have to be equal. GfA TeamGym rules are designed to be inclusive. Gymnasts with additional needs may take part within a mainstream team or a disability specific team. Please make the competition organiser aware of any specific requirements upon entry. 	

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

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The gymnast must be of appropriate age for category in the year of the competition e.g. **must be 10** in the same year as the competition to enter the Youth category.

You may enter as many teams into each category as you wish.

Entry restrictions: Gymnasts that have...

- 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 restriction is placed to allow those not currently involved in competitive gymnastics the opportunity be involved

Rewards and gifts

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

A participation certificate

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

A medal – Bronze, Silver, Gold (place dependant)

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

Performance details

Warm up

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

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

Attempts/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"> • All categories require music • Music can be the same or different for each apparatus <p>Note: Timings etc. requirements are stipulated on specific Skills and Tariff sheets.</p>
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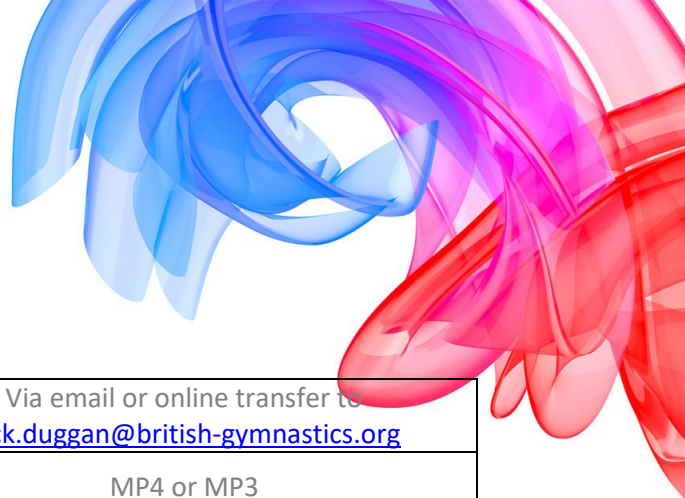
Pre-event music requirements

Music submission date deadline:	03/03/2019
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Music submission method:	Via email or online transfer to jack.duggan@british-gymnastics.org
Music format:	MP4 or MP3

Music submission must include the:

- Club
- Team
- Apparatus

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:

- CD-ROM
- Ipod or phone is accepted

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:

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

Skill requirements and Tariff sheets

Skill 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 personalized 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.

All Apparatus: Wrong number of gymnasts

To enter a TeamGym competition you require the following number of gymnasts:

Full TeamGym = 6 to 12 gymnasts

Micro TeamGym = 3 to 5 gymnasts

The following apparatus requires the following number of gymnasts to perform:

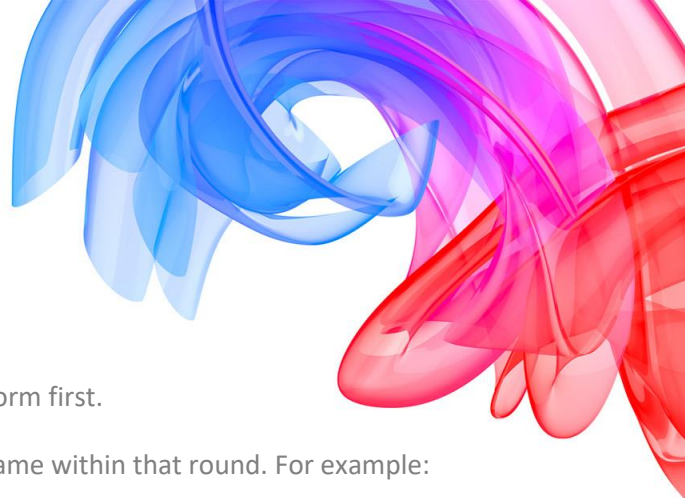
Competition type	Number of gymnasts			Notes
	Floor	Trampoline	Tumble	
Full TeamGym	All entered gymnasts	Six gymnasts	Six gymnasts	See ‘Floor: Flexibility’ and onwards for further notes
Micro TeamGym	Micro TG don’t perform on floor	Three gymnasts	Three gymnasts	See ‘Tumble and Trampoline: Order of performance’ and onwards for further notes

Floor – Having the wrong number of gymnasts means a deduction of 1.0 once per missing/extra gymnast.

Tumble and Trampoline - Having the wrong number of gymnasts means a deduction of 1.0 per round, per missing/extra gymnast (totalling 3.0).

Tumble and Trampoline: Order of performance

During the tumble and trampoline performances, the gymnasts must perform in the order written on the tariff sheets.



Those gymnasts with lower difficulty elements are to perform first.

Gymnasts can be changed each round but must stay the same within that round. For example:

In a Micro Team that contains five gymnasts;

- **Round 1** – Gymnasts A, B, and C to perform
- **Round 2** – Gymnasts B, C and D to perform
- **Round 3** – Gymnasts C, D and E to perform

Please stipulate which gymnast will be performing on the Tariff sheet

See tariff sheets for detail on Composition of skills to be performed during each round.

Tumble and Trampoline: Streaming

Streaming is where one gymnast is performing their final skill, the next commences their performance.

During the tumble and trampoline routines, no more than two gymnasts can be 'moving' down the runway at any time.

The second gymnasts may not start 'moving' down the runway, until the first gymnast is landing.

Trampoline: Coaches in landing area

During the trampoline routine there must be **two coaches** on the landing area.

Trampoline: Repetition of skills

Gymnasts **cannot** repeat individual skills in each round; once a skill has been performed by that gymnast it cannot be performed again.

For example:

Round one – Star jump

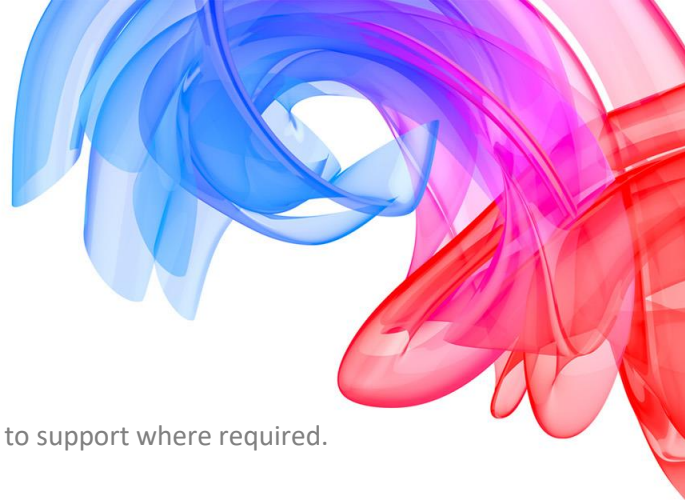
Round two – Squat through

Round three – Tuck jump

Tumble: Gymnasts start/ending positions

Gymnasts are required to all start in the same line 'starting position'. This may result in a 'end/landing position' being slightly different, this is allowed.

Ideally the gymnasts will land in front or slightly past the judge(s), this allows the them opportunity to judge each gymnast with a visible routine.



Tumble: Coaches in landing area

During the tumble routine there must be **one coach** ready to support where required.

Tumble: Repetition of skills

Gymnasts **can** repeat individual skills in each round, but they must not be performed in the same order.

No two runs can be identical, for example:

Run one – **Forwards roll**, stretch – 180°, Backwards roll

Run two – **Cartwheel**, **Forwards roll**, **Tuck jump**

Run three – **Tuck jump**, **Cartwheel**, Round-off

Floor: Flexibility

Part of the floor routine must include all the team performing a 'flexibility element'. This doesn't have to be the same element, but it does need to be performed at the same time.

Gymnasts can choose from the following skills:

- Pike fold
- Japana
- Splits – Forwards or box.

If one or two gymnasts do not adequately complete the flexibility element, a deduction of 0.5 will occur.

Floor: Group elements

Part of the floor routine must contain a group element. The UEG Code of Points define this by:

'In the group element, all gymnasts must take part and play an active role in either a visible lift off the floor or a throw (i.e. lift, being lifted, throw and/or catch or being thrown). The element must be performed at the same time in groups (a group is three or more gymnasts, movement in pairs is not counted as a group element) or together with the whole team.'

Therefore, Level 6 and 5 competitions Group Element **must**:

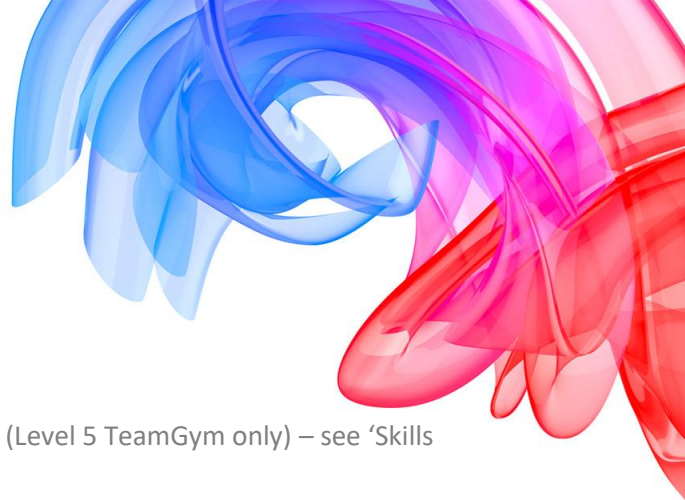
- Be demonstrated at least once during the performance.
- Involve everyone, either within groups or together as a whole team.
- Not involve pitching gymnasts or building high level 'pyramid balances', such as performed in cheerleading or acrobatics.
- Only include skills which are covered by the coaches' British Gymnastics qualification syllabi.

Examples include low level balances, counter balances, helping others to balance or jump.

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Floor: Rhythmic sequences (Level 5 only)

Part of the floor routine must contain rhythmic sequences (Level 5 TeamGym only) – see 'Skills and Tariff sheets'

This is where the whole team must perform the same sequence.

During the sequence, all the gymnasts must travel at the same time across (from side to side or from back to front (or reverse)) the floor area.

The starting and ending positions, for each gymnast, must not be further than 3m from the floor edge.

Changing the formation during the sequence is allowed.

The sequence must have at least one change of tempo.

The number of performed movements is optional.

It is not allowed to perform any difficulty elements in the rhythmic sequence.

All the following requirements must be fulfilled to achieve the full 1.0:

- All gymnasts perform the same sequence (mirroring is allowed)
- All gymnasts perform the rhythmic sequence at the same time
- Travel across the floor (back-front/front-back/side-side)
- 1 X change in tempo and no stops
- No difficulty elements included (number of movements is optional)
- Be 3m away from the edge of the floor during the rhythmic sequence

Floor: Precision in formations

During the floor routine, all the formations must be exact (e.g. straight lines when that is intended). Deduction faults are small.

Floor: Transitions

Transitions during the floor routine is the changing from one formation to another, or in preparing to perform the Group Element while including elements/movements during the change of formation.

Transitions must have gymnastic and rhythmic quality and form a natural part of the Floor Program.

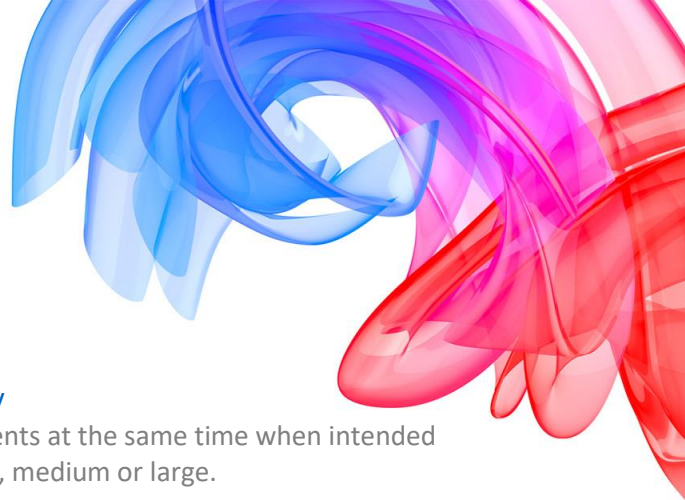
Transitions done simply (walking, marching or running) may be deductible each time. Deduction faults are small.

The transitions must be easily made, without taking extra/large steps or squeezing into insufficient space. Not having easy access is deductible each time. Deduction faults are small.

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Gymnastics Enterprises Limited, Registration No 2646569, VAT Registration No 594059506
Company limited by Guarantee Registration No 1630001
Place of Registration England. VAT Registration No 100166672



Floor: Synchronisation according to the choreography

During the floor routine the team must perform the elements at the same time when intended according to the choreography. Deduction faults are small, medium or large.

Floor: Uniformity in execution

During the floor performance the team must perform the same movements/elements exactly the same way unless the choreography clearly states something else.

Difficulty elements counted towards the Difficulty Value (DV) must all be performed similarly e.g. when in a dynamic balance for example a spin, the free leg must be placed equally (all gymnasts in the team). Deduction faults are small or medium.

Floor: Dynamic execution

During the floor routine the team must perform with dynamic execution this includes good rhythm and sense of gravity, with relaxation and extension. There must not be purposeless stops between movements or pauses to prepare for movements.

Sequences performed only with isolated arm and leg movements without the body being involved (frozen upper body) will always result in a deduction. Deduction faults are small.

Floor: Amplitude and extension

During the whole floor routine all elements/movements must be performed with:

- The optimal amplitude (e.g. showing great definition within the movements)
- Visible extension (e.g. pointed toes, head up, straight arms/legs where appropriate etc.)

Deduction faults are small.

Floor: Balance and controlled execution

During the floor routine there will be a deduction for a lack of control shown within movements executed.

For example; extra steps, jumps, arm and leg movements or a hand support, to keep balanced.

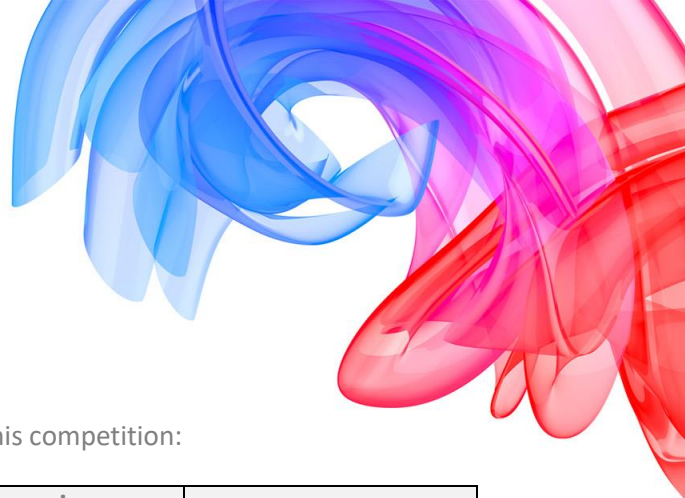
Deduction faults are small or medium.

Floor: Planes and levels

Although there are no deductions if this isn't shown, it is encouraged that the team should try to include movements in different directions; forwards, backwards, and sideways. Also, to try performing to different 'sides' of the floor, the; front, back, and sides during the floor routine.

Floor: Falls

During the floor routine if a gymnast falls from a standing position to their; bottom, back, stomach or side, or from hand supported balance; to back, stomach or side, the deduction will be medium each time per gymnast.



Apparatus

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

Apparatus	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor	GymNova	12m x 12m	
Table vault	GymNova	Height 100 – 135cm	
Tumble will be done on the Sprung floor	GymNova	Corner to corner 15m	

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

Note: Where a box vault is being used, it is strongly advisable to use a springboard to support the vaulting performance.

Deductions

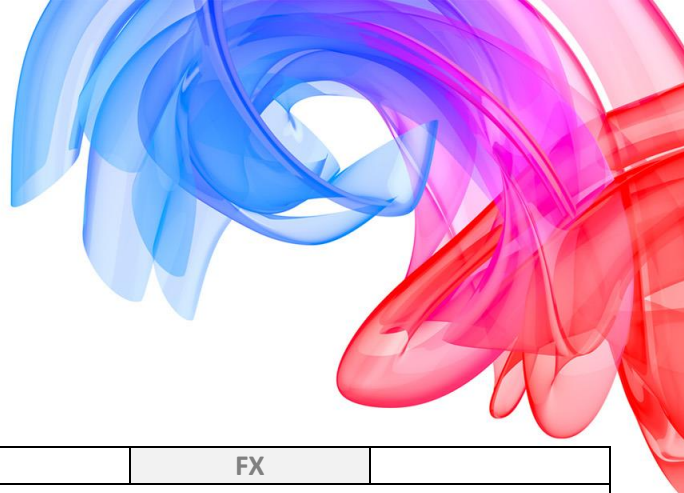
You will find general deductions in the 'Skills and Tariff Sheets' accompanying this handbook.

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.

See next page for judge slip example.



Judge slip example

TUM		TRA		FX	
No.		Team name:			
This is on their tariff sheet		Starting score:			
What errors have they done against the requirements		Compositional deductions:			
		Execution deductions:			
		Head Judge deductions:			
Starting score – All 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/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
Membership link	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		

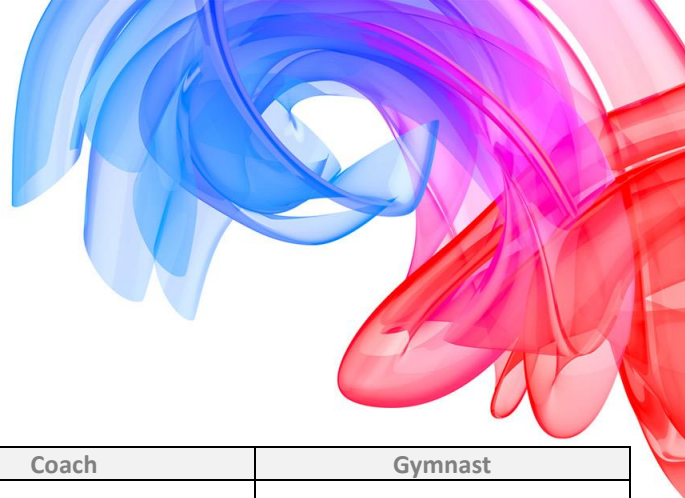
Judge, Coach, Gymnast requirements

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

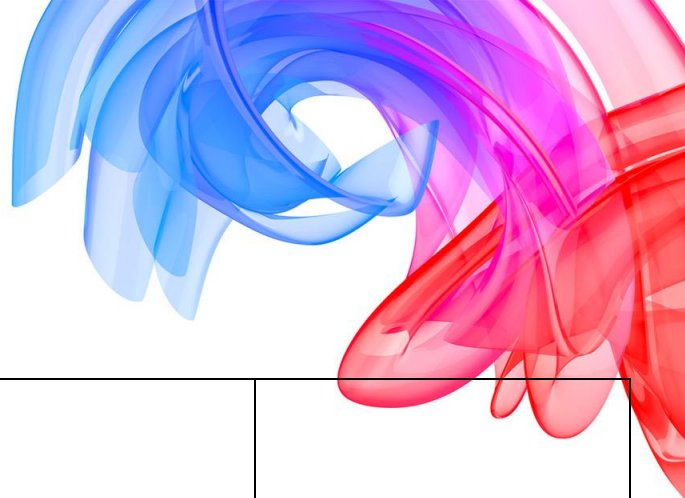
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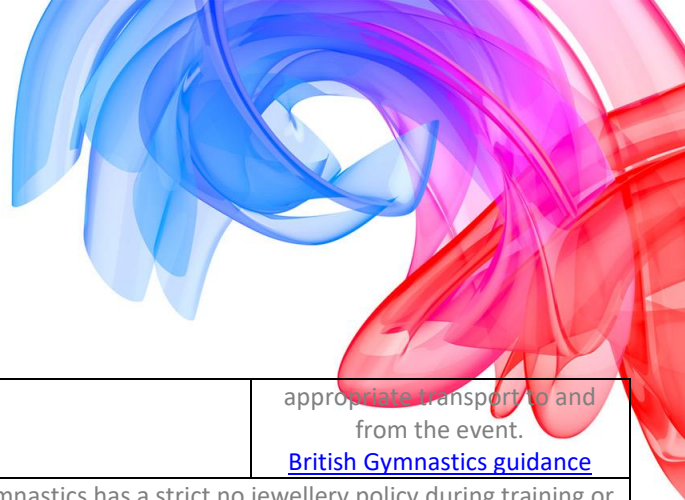
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Role/ Requirement	Judge	Coach	Gymnast
Requirements per club entry	<p>A judge must be provided by every club entering the competition, where more are available that would be greatly supportive.</p> <p>At this level of competition, a judging panel may consist of the following two panels:</p> <ul style="list-style-type: none"> • Composition (C score)/Difficult Value (DV score) • Execution (E score) <p>Depending on the number of judges per competition and layout of the hosting venue they may sit together or separately.</p>	<p>A British Gymnastics Level 2 (and above) qualified coach can take a team of gymnasts into the competition area.</p> <p>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.</p>	<p>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.</p> <p>For example; it can’t be the first time they have completed the skill.</p>
British Gymnastics ratios	N/a	1 coach : 8 gymnasts	
Qualifications	<p>Minimum to hold any of the following:</p> <ul style="list-style-type: none"> • Intro To... Judging qualification <p>Ideally to hold any of the following:</p> <ul style="list-style-type: none"> • Floor and Vault judge qualification. • Club level judge qualification in any of the following disciplines; Men’s Artistic, Women’s Artistic, or TeamGym. <p>Note: It’s not a requirement to use a TeamGym qualified judges at these events, therefore this guide is intended to give qualified judges in GfA, MAG, TUM, and WAG the confidence to judge</p>	<p>Appropriate British Gymnastics qualifications must be held to deliver the appropriate skills. 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>	N/a



	at these competitions. However, it is strongly recommended that one TeamGym qualified judge sits on each judging panel		
DBS	Yes	Yes	No
Safeguarding training	Ideally	Yes	No
Experience and abilities	No experience is required but some experience/knowledge of TeamGym would be beneficial. Judging guides will be provided on the day for those who haven't judged at this type of competition before.	Experience within delivering/supporting all skills which gymnasts are performing.	Gymnasts must be at a point of competency (within their own environment) to perform their chosen skills and routines. For example; it can't be the first time they have completed the skill.
Membership (minimum)	BG Bronze judge membership British Gymnastics guidance	BG Gold coach membership British Gymnastics guidance	BG Bronze gymnast membership British Gymnastics guidance
Attire	Smart wear – Trousers, Shirt, Skirt, Shoes etc.	Suitably recognisable by all. Appropriate to spot/support gymnasts during practice and performance. Following BG Education guidance.	Clothing = Tight fitting shorts, T-shirt, Leotard, Leggings, Leotards preferred if not shorts, matching gymnastic shorts may be worn but not cycling shorts. Hair = Neat and tidy, tied back from the face. Feet = Bare or gym shoes Resting/waiting times = Optional 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.
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	Coaches and 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 president 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 complete and return the 'Additional support' form.	

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.

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/train a judge.

Facilities on-site

Spectator area and disabled access

The spectator area will be located upstairs within the viewing gallery area, where the café area is also located. This can hold up to 120 spectators.

If you require a large number of spectator seats, please contact the competition organiser to discuss this prior to the event.

There is disability to the site. There isn't a lift to the upstairs seating/café area but if required assistance to the café facilities this can be pre-arranged as with the seating downstairs. Please contact the competition organiser prior to the event to arrange this.

Food and drink

There is a café on-site. Conventional snacks and drinks will be available.

Toilet and changing facilities

Toilets and changing facilities are on-site. Where possible please bring the gymnasts ready for the competition with their warm clothes on top of their performing clothing.

Baby changing is also available.

On-site entertainment

There are no on-site entertainment areas available.

Car parking

There is on-site parking available, 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 low-level 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.

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>

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.

At **no point** should flash photography be used as this can affect those involved in the event.

Complaints and grievances

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



Health and safety

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 competition is to create a friendly and no-stress/low-pressure environment for all those involved, while allowing gymnasts the opportunity to challenge themselves to do their best. Ensuring the safety of the gymnasts, no matter their age, is a priority in the event set 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 competition but if you feel there is something/one that may require additional assessment please contact the Competition Organiser ASAP with specific details.

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

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, socializing etc.

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

- British Gymnastics Health, Safety and Welfare policy can be found on the BG website page – <https://www.british-gymnastics.org/coaching/coach-membership/health-and-safety>
- Video links pending

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:

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- Marked emergency exits located all around the gym and building

At the start of the event a safety announcement will take place to ensure everyone is aware of the procedure also.

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

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