



Stocksbridge GC Micro TeamGym Competition Handbook

Host club – Stocksbridge Gymnastics Club

Competition organiser name: Heather Clough

**British
Gymnastics**

About

Host club

Stocksbridge Gymnastics Club is a new club that offers General Gymnastics classes for all abilities.

We are a community club offering General, Women's Artistic and Preschool Gymnastics.

Our aim is to get as many children involved in our wonderful sport to keep them active, challenged and motivated, but most importantly enjoying what they do!!



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 **Stocksbridge GC Micro TeamGym Level 6 and 5 Competition 2020**, within this pack you will find all the details to participate within our competition, supported by British Gymnastics.

This competition includes Micro TeamGym in Tumble and Trampette 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:

Gender	Boys and Girls
Age	Gymnasts aged 7 – 16+ years old. Gymnasts must be of age [to enter the appropriate category] on the year of the competition. For example: A gymnast needs to be 6 years old by the 31 st Dec 2020 to enter the 6 years age category.
Ability	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.
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):	26/01/2020
Estimated start time: *	9:00
Estimated end time: *	13:00



Programme circulation:	16/01/2020
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***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:	Stocksbridge Community Leisure Centre
Address and postcode:	Moorland Drive, Stocksbridge, Sheffield - S36 1ED
Google maps link:	https://www.google.com/maps?q=S36+1ED

Theme

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

Micro TeamGym	Full TeamGym
£30 per entry	N/a per entry

Also required as part of entry:	Volunteers	Display group or individual to perform between rounds
	One	N/a

Cost per spectator:	Adult	Child (under 16 years)	Infant (under 5 years)
	£3.00	£2.00	Free – To sit on parents knee
	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):	£30.00
Cost for no show judge (per judge):	£60.00

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 – jack.duggan@british-gymnastics.org
Entry opening date:	21/10/2019
Entry closure date:	15/12/2019

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:	SGC
Account number:	64148416
Sort code:	55 – 50 – 46
Reference:	TG 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:	Heather Clough	N/a	heather.clough@hotmail.co.uk
Venue contact:	Heather Clough	N/a	heather.clough@hotmail.co.uk
British Gymnastics Competition Coordinator:	Jack Duggan	07584517635	jack.duggan@british-gymnastics.org
	Karen Coleman	07584515030	karen.coleman@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.

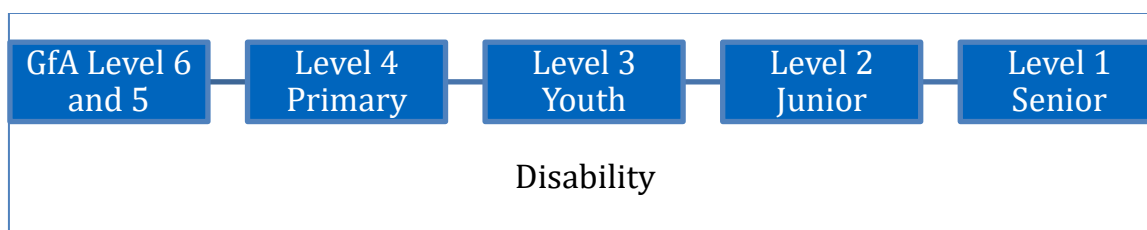
Structure and programme

Type, level, and pathway

Competition type: GfA Level 6 and 5 Micro 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.

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 warmups, performances	
Presentation	12:30
Photo opportunity	12:50
Competition ends	13:00

Category breakdown

Within this competition the categories are as follows:

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

	Competition type	
Competition type:	Micro TeamGym	Full TeamGym
Apparatus competed:	Trampoline Tumble	Floor Trampoline Tumble
Team size:	3 – 5 gymnasts	6 – 12 gymnasts
Gender:	All male All female Mixed	
Cost per team to enter:	£30.00	N/a
Notes:	<ul style="list-style-type: none"> Number of male and female gymnasts don’t have to be equal. 	



	<ul style="list-style-type: none"> 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.
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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.

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.

Gymnasts that have...

- Entered all level 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.

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

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. If you would like to discuss any possible adaptations prior to entering this event, please contact the Competition Organiser whereby you can discuss the most suitable option based on the needs of the individual.

Gymnast will be categorised into impairment groups dependant on the number of entries as you will see in the classification section below.

Entering: Mainstream category

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

Entering: Disability category

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



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 6 Level 5	Male Female	Primary Youth Junior Senior	Individual basis	Category 1 – Hearing, Visual, and Physical Category 2 – Learning

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:

Participation certification

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

Medal – 1st, 2nd, 3rd

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

Performance details

Warm up

There **is** a warmup 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:	12/01/2020
Music submission method:	Email / Online transfer to jack.duggan@british-gymnastics.org
Music format:	MP4 / 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
- USB

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 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

Please ensure you bring **two** 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.

From the team of 5 (Micro TeamGym) and 6 (Full TeamGym), the same 3 gymnasts do not need to be selected to perform each round. Please note, the gymnasts and order of these gymnasts must be clearly identified on the tariff sheet prior to the competition.

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 gymnast 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 start the exercise by presenting to the judges in a team line, then conclude by presenting again in a line at the end of the full performance.



Ideally the gymnasts will land in front or slightly past the judge(s), this allows them the 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:

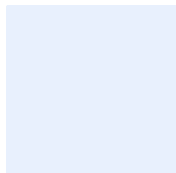
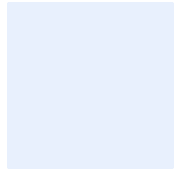
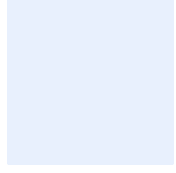
Run one – Forwards roll, stretch – 180°, Backwards roll

Run two – Cartwheel, Forwards roll, Tuck jump

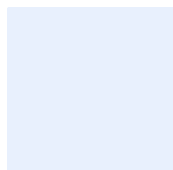
Run three – Tuck jump, Cartwheel, Round-off

Apparatus

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

Apparatus	Specific use for	Manufacturer	Size, dimensions, run up, landing details	Image
Roll floor mat	All levels	Generic	12m x 12m	
Vault: Trampette and slim gym vaulting table and beemat safety mat	Level 6 Level 5	Various	1.1m x 1.1m	
Trampette	Level 6 Level 5	Continental	1.1m x 1.1m	



Air Track	All levels	GymNova	1.8m (W) x 10.0m (L) x 0.2m (D)	
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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:



Role/ Requirement	Judge	Coach	Gymnast
<p>Requirements per club entry</p>	<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) TeamGym qualified coach can take a team of gymnasts into the competition area.</p> <p>British Gymnastics Level 1 (and above) TeamGym, Men's Artistic, Women's Artistic, General Gymnastics can be supporting coaches – also see qualifications section.</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>
<p>Only those listed on the entry form will be allowed within the competition area.</p>			
<p>British Gymnastics ratios</p>	<p>N/a</p>	<p>1 coach : 8 gymnasts</p>	
<p>Qualifications</p>	<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 at these competitions.</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>	<p>All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.</p>



	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	<p>No judging experience is required but some experience/knowledge of TeamGym 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>	Experience within delivering/supporting all skills which gymnasts are performing.	<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 (minimum)	<p>BG Bronze judge membership</p> <p>British Gymnastics guidance</p>	<p>Supervising coach = BG Gold, Joint Gold, or Life Member</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>	<p>BG Bronze gymnast membership</p> <p>British Gymnastics guidance</p>
Attire	Smart wear – Trousers, Shirt, Skirt, Shoes etc.	<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>Resting/waiting times = Optional</p> <p>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</p>



			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	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 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.

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

The seating at Stocksbridge is tiered and is accessed via steps. If anyone requires a floor level seat please state within the entry form; note that viewing is slightly restricted at the floor level due to barriers although where informed in advanced more adaptations can be made to suit needs of individual.

Food and drink

There is a small café which is run by the Cumminty Centre that will be open during the event. They will be selling a range of snacks, drinks and goodies.

Toilet and changing facilities

There are changing and toilet facilities available on-site for all to use. There are baby changing facilities also available.

On-site entertainment

There isn't any on-site entertainment available although for anyone that requires a break from the excitement (e.g. younger children) there is the foyer area/café area where you can sit/walk around in.

Car parking

There will be plenty of free parking available on-site during this event.

Note – There will be some building upgrades happening during this event, while there will be some restrictions in place on walkways to keep vigilant of those vulnerable around the works.

First aid and welfare

The following provision will be available during this event:

- Trained First aider
- Trained Welfare Officer

These roles 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 (or more) particularly to support their own gymnasts, 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.

Fairway Graphics will be professional photographer on-site during this event, whom images can be purchased from.

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 **welfare officer/floor manager**. 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)

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>

Feedback and complaints

All events are set up with the sport at the heart, although finding out how to improve services is key to customer excellence. Your positive and constructive thoughts how the event/service was organised/delivered would be greatly appreciated; you can do this via either/both:

- **Completing**, our online Feedback Form – <https://www.surveymonkey.co.uk/r/HTKND2D>
- **Contacting**, the Competition Organiser (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 Data 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.