

Competition Organisers' name: Ellen Hutchings







About

Host club

We cater for individuals from the age of eight weeks to adults. Our Early Years Programme includes Parent & Me sessions, FUN4BABY, FUN4TODDLER and structured Pre-School Sessions. We have a variety of trampolining classes for youngsters through to adults, recreational Boy's and Girl's gymnastic classes six days of the week, improver and development classes, special needs sessions, Cheerleading, Sports Acro, Floor & Vault, Street Dance, Parkour and several Adult classes.

The purpose of the event is to give disability gymnasts opportunities similar to mainstream gymnasts and to develop the disability competition pathway, allowing more gymnasts to compete.



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.







Contents

About	1
Competition details – Overview	4
Who can enter?	4
Time and date	4
Venue and address	4
Entry costs overview – Clubs, Gymnasts, and Spectators	5
Entry method and closure date	5
Payment method	5
Key contacts	6
Entry details	7
Late entries	7
Changing of a gymnast involved in the competition	7
Transfer/change of a gymnasts	7
Withdrawal of entry	7
Confirmation of entry	8
Structure and programme	8
Type, level, and pathway	8
Confirmation of programme	8
Pre-planned structure of competition	9
Category breakdown	9
Entry restrictions: Gymnasts that have	10
Rewards and gifts	10
Performance details	11
Warm up	11
Music and PPL licence	11
Lining up	12
Skill requirements and Tariff sheets	12
Apparatus	13
Deductions	13
Judge slips	13



Appealing a judge's decision	13
Club, school, and leisure centre requirements	14
Judge, Coach, Gymnast requirements	14
Volunteers	16
Facilities on-site	16
Spectator area and disabled access	16
Food and drink	16
Toilet and changing facilities	17
On-site entertainment	17
Car parking	17
First aid and welfare	17
Regulations	17
Standardisation	17
Etiquette	17
Photography	17
Complaints and grievances	19
Health and safety	19
Allergies	20
Emergencies	20
Terms and conditions	20





Competition details – Overview

Welcome to the **Waveney Open Disability Competition**, within this pack you will find all the details to participate within our competitions, support by British Gymnastics.

This competition focuses on low-level disability gymnastics within the following disciplines; Gymnastics for All (GfA), Men's Artistic (MAG), and Women's Artistic Gymnastics (WAG). This competition is an opportunity for Disability Gymnasts to engage in a fun and friendly competition in a comfortable environment.

Who can enter?

This competition is for:

Gender	Boys and Girls	
	7 years and over	
Age	Gymnasts must be of age 7 in the <u>year</u> of the competition.	
Ability	This competition is aimed at gymnasts training a maximum of 1 – 12 hours per week (category dependant).	
Club, County, Region	This is open to all British Gymnastics registered clubs.	

See 'Category breakdown' and 'Entry restrictions: Gymnasts that have...' for specific details.

Time and date

Date(s):	26/07/2020	
Estimated start time: *	09.00	
Estimated end time: *	17.00	
Programme circulation:	26/06/2020	

^{*}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:	Waveney Gymnastics Club
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Address and

Google maps

postcode:

link:



Entry costs overview – Clubs, Gymnasts, and Spectators

	/ / /
Cost per competing	£33
gymnast:	TZZ

	Adult	Child (under 16 years)	Infant (under 5 years)
Cost per spectator:	£5.00	£3.00	£ Free
	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
Cost for no show judge (per judge):	£30

If you don't have a judge, please contact the British Gymnastics Competition Coordinator to discuss support options.

Note: See <u>Judge Requirements</u> 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:	Entry form emailed to Ellen Hutchings: ellen@waveneygymnastics.org	
Entry opening date:	01/01/2020	
Entry closure date:	19/06/2020	

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

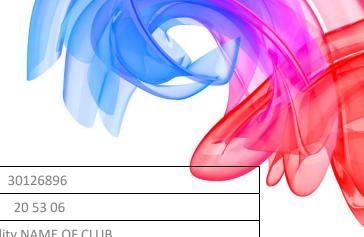
Payment method

BACs transfer:			
Name: Waveney Gymnastics Club			



Account number:

Sort code:



Reference:	Disability NAME OF CLUB
Please ensure the corre	ct 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

Key contacts			
Competition Organiser:	Ellen Hutchings	01502 501419	ellen@waveneygymnastics.org
Venue contact:	Ellen Hutchings	01502 501419	ellen@waveneygymnastics.org
British Gymnastics	Jack Duggan	07584517635	<u>iack.duggan@british-</u> gymnastics.org
Competition Coordinator:	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:	£50
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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 organises 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: Disability Gymnastics – GfA, MAG, and WAG focus.

Competition level: Special Olympics, BG Disability Code of points, Waveney Open Supplementary

Competition pathway: This competition has been designed to follow the guidance set by the GfA, MAG, and WAG Disability competitive pathways.

This diagram provides a general overview of opportunities and pathway for disability gymnasts:



Note: The highlighted in yellow is this event.

See the <u>Gymnasts that have...</u> section of this document for details regarding any specific entry levels restrictions.

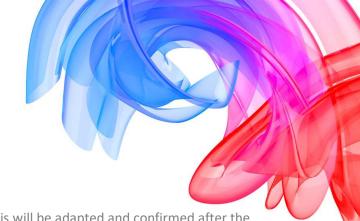
Confirmation of programme

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	09.00	
Registration	09.00	
Door open for spectators	09.00	
Coaches and judge's briefings	09.15	
General warm up	09.15	
Competition begins	0.20	
Rounds including change over, intervals, apparatus warm ups, performances	9.30	
Presentation	12.45	
Photo opportunity	13.30	
Competition ends	13.45	

Category breakdown

Within this competition the categories are as follows:

	Categories					
Category	Special Olympic	CS		lity Open, ion A and tition B		Waveney Open ility, Competition C
Age breakdown	7 years -11yrs 12-16 years 17-22yrs 22yrs plus		7 years 12-16 17-2 22yrs	2yrs		7 years -11yrs 12-16 years 17-22yrs 22yrs plus
Disability	Category 1 – Hearing, Visual, and Physical Category 2 – Learning					
Gender	All All All				All	

Notes:

 Depending on the number of entries in each category after the closing date, some age / impairment severity categories are subject to change.

For example: 7-11 years category may become two groups, 7-9 born and 10-11. This may also work in reverse, for example; 12-16 and 17-22 years may join as there are only two





gymnasts in each age group entered.

This will be down to the discretion of the Competition Organiser, but this will be communicated prior to the competition date.

- Gymnasts entering the Special Olympics category must already be eligible for SO and have completed the SAM forms/appropriate paperwork. This competition is sanctioned by the Special Olympics committee.
- British Gymnastics Open Competition This competition is for gymnasts who are following
 the British Gymnastics Supplementary Code of Points for GMPD and also for gymnasts who
 are not eligible to compete under the SO rulings.
- Waveney Open Competition C is for gymnasts for whom the British Gymnastics Code of Points is too difficult.
- Gymnastics for All (GfA) rules are designed to be inclusive:
 - If any gymnasts have specific additional needs/support, please make the Competition Organiser aware upon entry.

Entry restrictions: 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.

Note: With all points, the discretion of the coach's professional judgement on the level which a gymnast should enter; and they should not advance the gymnast beyond their level or hold the gymnast back for the success of the club.

You may enter any gymnasts at any level e.g. a gymnast could enter the British Gymnastics Disability Competition B although they have never entered a competition prior. Thus, keeping in mind the physical and psychological factors involved with entering a gymnast at a higher level as their first time.

Rewards and gifts

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

A participation certificate

As part of this competition winning gymnasts will receive:

Medals for 1st to 3rd place, and certificates of participation for all.





See '<u>Category breakdown</u>' for explanation of categories.

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 **10 minutes** per apparatus for the apparatus warm up.

Attempts/timings subject to change at the Competition Organisers discretion.

Timings subject to change at the competition organisers discretion.

Music and PPL licence

Music requirements for this event

Music is required for the following categories of this competition:	Floor (this is optional for British Gymnastics competitions).
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Note: Timings etc. requirements are stipulated on specific 'Skills and Tariff sheets'.

Pre-event music requirements

Music submission date deadline:	Not applicable
Music submission method:	Bring music on CD on the day (for Special Olympics, set music will be supplied)
Music format:	CD

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? afrLoop=12521061282463709& afrWindowMode=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:

• Please bring your music on a CD, with a second back-up CD or USB stick





Please note that although very-low risk, any damages are your own responsibility and host or the Competition Organisers.

The host venue will also be abiding by the PPL/PRS licencing laws. Therefore, their maybe background music being played to help create a calming atmosphere. This will be the competition organiser/venue representatives' discretion.

British Gymnastics guidance on PPL/PRS

Within the above information there is some guidance/useful links taken from the British Gymnastics website. For full details please go to https://www.british-gymnastics.org/clubs/club-membership/music-licensing-ppl-prs

Lining up

Please ensure that at the following times the gymnasts line up and present to the audience and judges:

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

Skill requirements and Tariff sheets

Special Olympics	https://resources.specialolympics.org/sports-essentials/sports-	
	and-	
	coaching/gymnastics? ga=2.218375505.97271589.1575467547-	
	<u>1294968109.1538580906</u>	
British Gymnastics	Men's Artistic Disability Code of points https://www.british-	
Disability Code of Points	gymnastics.org/technical-information/discipline-updates/mens-	
	artistic/10564-mens-artisitc-disability-code-of-points-2019-v1-	
	<u>O/file</u> and the Disability Gymnastics Women's Artistic Code of	
	Points: https://www.british-gymnastics.org/technical-	
	information/discipline-updates/womens-artistic/10648-	
	disability-rules-2019-v2/file	
Waveney Open	See accompanying document (Waveney Open Competition C	
Competition C	Skills and Tariff sheet)	

This competition does not require you to bring a tariff sheet to submit to the judges. The judges will judge what they see and against the criteria for the category entered.





Apparatus

If you have any specific questions regarding the apparatus, please contact the Competition Organiser.

Deductions

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

Judge slips

When you are nominating a judge, you may wish to show them the below judge slip. This judge slip may be like what the judges will be using on the day to work out each team's final score.

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

Judge slip example

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

Appealing a judge's decision

Any appeals of a judge's Difficulty Value (DV) score decision need to be given to the head judge and must be submitted prior to the end of the competition.

Appeals must be submitted by the gymnast' coach only.

This is a friendly, low-pressure, fun competition and we want to create a fair environment. We will strive to provide everyone with the best service possible.





Club, school, and leisure centre requirements

The following table provides information on the level of British Gymnastics membership each gymnastics environment requires to enter this event:

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

Judge, Coach, Gymnast requirements

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

Role/ Requirement	Judge	Coach	Gymnast
Requirements per club entry	Minimum requirement = [1x] judges per [club/gymnasts]	A British Gymnastics Level 2 (and above) coach can take a team of gymnasts into the competition area (minimum requirement). Level 1 coaches can support the lead coach(s).	For everyone's safety, all gymnast must be suitable 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 the first time they have completed the skill.
	Only those listed on the	ne entry form will be allowed within	·
British Gymnastics ratios	N/a	1 coach : 8	gymnasts
Qualifications	Minimum = Intro To Judging qualification Ideally = Floor and Vault judge, Club level judge qualification in any of the following disciplines; Men's Artistic, Women's Artistic, TeamGym, Tumbling, Trampoline, DMT Note: Judging guides will be provided on the day.	Appropriate British Gymnastics qualifications must be held to deliver the selected skills. See 'Skill requirements and routines' for further details. All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.	All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.



		The lead coach must be qualified one of the following: MAG, WAG, GG, TG Supporting coaches can be qualified in one of the following: MAG, WAG, GG, TG, TUM	
DBS	Yes	Yes	No
Safeguarding training	Ideally	Yes	No
Experience and abilities	No judging experience is required but some experience/knowledge of Floor and Vault 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	BG Bronze judge membership British Gymnastics guidance	Supervising coach = BG Gold, Joint Gold, or Life Member Assisting coach = BG Silver (if level 1), BG Gold, Joint Gold, or Life Member Volunteer = No membership required but must always be accompanied by a named coach British Gymnastics guidance	BG Bronze gymnast membership British Gymnastics guidance
Attire	Ideally = FIG standards – Navy trousers/skirt, white shirt. Allowed = Black trousers/skirt, white shirt.	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 Rest/waiting times = Optional 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 coace
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 respons transport to and <u>British Gymna</u>	from the event.
Jewellery and body adornments	Please set a precedent for coaches, gymnasts and spectators of professionalism. British Gymnastics has a strict no jewelle performance. Please ensure all piercings removed prior to the cor British Gymnastics gui		ercings and body adornments are the competition.
Additional requirements	If any anyone has any additional requirements to support their time during the event e.g., they have a disability that requires additional support or consideration by the Competition Organiser. Please add this into your competition entry.		

If requirements are not upheld, then the Competition Organiser has the right to withdraw your (and possibly your clubs') right to step into the competition area.

If your club is unable to find a judge (or doesn't have one) please don't worry. Contact the British Gymnastics Competition Coordinator to discuss your options and how you can gain/train a judge. See <u>Key contact</u> 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

Spectators viewing gallery upstairs on the balcony. There is a ground floor café area with viewing area.

There is a fully accessible changing room with adult changing bed and portable hoist.

Food and drink

There is a café onsite where drinks (hot & cold) can be purchased. They also provide hot and cold food. – like a normal cafe





Toilet and changing facilities

There are separate changing facilities and toilets for males and females. There is also a disabled changing room.

On-site entertainment

Insert description/details of on-site entertainment here e.g. toy/kids' corner etc.

Car parking

There is free onsite car parking facilities available at this venue.

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.

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 the foyer of the venue. 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.

Photographer not known at time of publishing. Please contact organiser if you require this information.

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 **the welfare officer present at the competition**. 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)

[Insert any other requirements which the hosting club policy states.]

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/3276-photography-policy/file
- British Gymnastics Safeguarding Children: Safe environment Policy –
 https://www.british-gymnastics.org/documents/departments/membership/ethics-and-welfare/safeguarding-and-protecting-children/7769-safeguarding-children-safe-environment-06-2016/file

Complaints and grievances

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

Health and safety

Overview

The health, safety and welfare of all participants (gymnasts, coaches and officials) is the primary consideration. All British Gymnastics policies and procedures will be rigorously applied with regards to health, welfare and safeguarding and protecting children.

The intention of the event is to create a friendly and no-stress/low-pressure environment for all those involved, while allowing gymnasts the opportunity to challenge themselves to do their best. Ensuring the safety of the gymnasts, no matter their age, is a priority in the event set up, programme design, and risk assessment, using the guidance set out by British Gymnastics in its Safe Coaching Practice document – https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/8851-h-s-guidance-safe-coaching-1/file

Risk assessments

Risk assessments have been carried out for this event but if you feel there is something/one that may require additional assessment please contact the Competition Organiser ASAP with specific details.

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

Welfare

As part of your risk assessments and preparation for the event, please consider the welfare of individual gymnasts, including such items:

- Clothing not being revealing/embarrassing for males, females, and transgender gymnasts/coaches/judges.
- Age of gymnasts when changing, socialising etc.

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



Resource Title	Туре	Link
British Gymnastics Health, Safety and Welfare policy link	Policy	<u>Link</u>
Risk assessment training for clubs	British Gymnastics eLearning course	<u>Link</u>
GDPR Date Security	British Gymnastics eLearning course	<u>Link</u>
GDPR Implementation	British Gymnastics eLearning	<u>Link</u>

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.

course

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.

being excluded from the competition without refund.