



British Gymnastics

Northern Ireland

Adult Gymnastics Competition Handbook


2018/2019

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## Definition of Terms

- **Assisting Coach(es)** are coaches who are permitted on the competition floor and/or warm up hall, but who work under the guidance and responsibility of the supervising coach. Assisting coach(es) must meet all of the relevant eligibility requirements
- **BG** means British Gymnastics
- **Choreographers** will create and develop new routines
- **Code** means the code of points used for the competitions, from which technical information and regulations are taken
- **CPSU** means Child Protection in Sport Unit
- **Criminal Record Certificate** means DBS (previously CRB) Access NI Eligibility or PVG
- **Event** means any national competition and championships organised by or on behalf of BG
- **FIG** Federations International de Gymnastique
- **IDP** means International Development Pathway
- **Medical Certificate** means a letter on headed paper signed by a Doctor or Physiotherapist confirming the gymnast is unfit to take part in the competition
- **NDP** means National Development Plan
- **Officials** are people recruited to assist with the delivery of the overall event i.e. Floor Manager, Ceremonies Manager, Spectator Tickets Manager
- **Organiser** means the Adult Gymnastics National Competition Organiser (NCO) or their designated representative, who is authorised by, or on behalf of BG
- **Supervising Coach(es)** are those coaches submitted in the online entry process and who are responsible for the gymnast(s) for the entire event. The coach must have the relevant qualifications and BG membership as defined in the eligibility section of this handbook. Any changes to the supervising coach(es) submitted on the online entry system must be notified by the Events Department prior to the event and in exceptional circumstances if changes are required during the event, these must be notified to the Organisers. Changes to the supervising coaches will only be permitted where the replacement coach meets all of the relevant Eligibility requirements.
- **Unattached** means gymnasts who are not members of a BG registered club but hold appropriate BG membership
-  means it is **hyperlink** to official policy statements and other event related information.

## Contact Information

General Inquiries      Holly Mason, Participation Coordinator - NI  
[holly.mason@british-gymnastics.org](mailto:holly.mason@british-gymnastics.org), 07969 242068

From November onwards, please contact:

Louise McAlinden, Participation Coordinator NI  
[louise.mcalinden@british-gymnastics.org](mailto:louise.mcalinden@british-gymnastics.org)

## British Gymnastics NI Contact Details

Administrator:      Olga Montgomery, Participation Administrator - NI  
[olga.montgomery@british-gymnastics.org](mailto:olga.montgomery@british-gymnastics.org)  
0345 1297129 ext.2592

## Event Introduction

If you're eighteen or over, the British Gymnastics Northern Ireland Adults Competition provides an opportunity to test yourself in a range of different activities. Whether you're looking to take your first steps in gymnastics or get back into the sport, this competition is for you. There's a big social element too, which makes the competition a lot of fun.

Whatever challenge you set yourself, there's nothing better than knowing you can do it.

## Competition Categories

Discipline	Floor & Vault		Trampoline		Tumbling		TeamGym	
	Men	Women	Men	Women	Men	Women		
Newbie		Over 18						
		Over 30						
		Over 40						
		Over 50						
Novice	Over 18	Over 18	Over 18	Over 18	Over 18	Over 18		
	Over 30	Over 30	Over 30	Over 30	Over 30	Over 30		
	Over 40	Over 40	Over 40	Over 40	Over 40	Over 40		
	Over 50	Over 50	Over 50	Over 50	Over 50	Over 50		
Intermediate	Over 18	Over 18						
	Over 30*	Over 30*						
Pro	Over 18	Over 18	Over 18	Over 18	Over 18	Over 18		
	Over 30	Over 30	Over 30	Over 30	Over 30	Over 30		
	Over 40	Over 40	Over 40	Over 40	Over 40	Over 40		
	Over 50	Over 50	Over 50	Over 50	Over 50	Over 50		
Team								Combined Age Group

*Please Note: Some categories/levels may be combined if entry numbers are low.*

*\*No upper age limit*

## Eligibility

### Membership

All persons attending BG events in an official capacity, whether as a gymnast, coach, judge are required to hold current BG membership in line with the level of competition entered and awards held.

Coaches, judges and gymnasts should carry current membership cards to all competitions and be prepared for these to be checked by the Organiser or their appointed officials.

- **Gymnasts**

Membership level must be Gymnast, Judge, Coach or Life Members of BG in order to enter a BG event.

In normal circumstances, gymnasts should also be a member of a BG registered club.

In exceptional cases, where a gymnast does not belong to a BG registered club they must contact the Events Department and request entry into the event. If granted, such gymnasts will be given the classification as being Unattached. In such circumstances the gymnasts must nominate a Supervising Coach and must also meet all other membership requirements.

- **Lead Coaches**

Lead coaches' membership level must be Coach or Life Members of BG and coaches must be qualified to the level of the skills being performed by all Gymnasts in the club/Region before being allowed to participate in a BG Event. Coaches must have current safeguarding and DBS certificates, please see Safeguarding section. The lead coach may authorise other coaches from their club/region to coach skills at a maximum of one level higher than that coaches' qualification but has responsibility for insuring that they are competent to do so.

- **Supervising Coaches**

Supervising coaches' membership level must be Coach or Life Members of BG and coaches must be qualified to a minimum of level 2. With the explicit authorisation of the lead coach, supervising coaches may coach skills at the maximum of 1 level higher than their current qualification before being allowed to participate in a BG Event, in this instance the supervising coaches must have completed the relevant course or module of the next coaching level covering those skills, although they may not yet be signed off as qualified.

Coaches must have a current safeguarding certificate. Please see Safeguarding section.

- **Assisting Coaches**

Assisting coaches' membership level must be Assistant Coach (if Level 1), Coach or Life Members of BG before being allowed to participate in a BG event. Coaches must have a current safeguarding certificate. Please see Safeguarding section. Assisting Coaches cannot be responsible for the Gymnasts.

- **Chaperones**

Chaperones must have current BG membership and Safeguarding award will only have access to the warm up area when in attendance at an event.

- **Judges**

Judges' membership level must be Judge or Life Members of BG for Club/County/Regional Judges, and National/Brevet Judge or Life Members of BG for National and Brevet Judges before being allowed to officiate at a BG event.


From time to time British Gymnastics may invite international judges to officiate at BG events, as such they will not require BG membership.

Judges must also hold a current cycle of judging award (Cycle 14).

BG does not require judges to complete a criminal record check to judge at BG competitions, as the role that judges fulfill at the event no longer falls within DBS or Access NI Eligibility\*.

However, some judges are actively involved in club gymnastics and may provide judging instruction to children in a training environment or carry out a supervisory role (or may complete a criminal record check by virtue of another role they undertake e.g. coach). As not all judges use their qualification in the same way, it is the club's responsibility to assess the role the judge is undertaking and determine whether the activities involved fall within the eligibility criteria for a criminal record check. BG no longer requires all judges to complete safeguarding training but clubs should ensure any judge who supervise or instructs children has completed appropriate training.

***Please Note: Clubs entering a competition are required to bring at least ONE judge with them or a £15 penalty will be applied***

For further information on membership levels please visit the [British Gymnastics website](#). 

## Competitive levels

### Newbie (Women's Floor & Vault competition only)

Competitors must have started participating in gymnastics as an adult and not competed before

### Novice

Competitors must not have competed above club level for at least one year

### Intermediate

Competitors (Men's and Women's Floor & Vault competition only) must not have competed above regional level for at least one year

### Pro

**Women's Floor & Vault** - Competitors who have previously competed within the below levels must enter the Pro Category:

Level 4 or above (or equivalent) since 2009

Any British Championships (including Challenge Cup)

NDP Grades (leading to National Finals)



**Men's Floor & Vault** – Competitors must not have competed above regional level for at least one year.

We would like to encourage competitors to enter the correct competitive level to ensure the British Gymnastics Northern Ireland Adult Competition is a fair and enjoyable event for all involved. The Organiser retains the right to move a gymnast into the correct competitive level whilst the competition is in progress if it is felt they are performing skills above what is expected for that competitive level.

Level appropriate skills for each discipline are stated within the relevant discipline's Code of Points. If you have any queries regarding the eligibility of a competitor or which competition category to enter, please ensure you contact the Organiser prior to submitting your competition entry.

***Please note: If competitors perform a skill above the difficulty of the competitive level entered then a 1.0 mark penalty will be applied to their score as well as any execution deductions for the skill.***

### Coach qualifications

When submitting entries for the British Gymnastics Northern Ireland Adult Competition, clubs must ensure that the nominated Lead Coach is qualified to the level of performance of all the participants from their club/region. Supervising Coaches must be a minimum of level 2. With the explicit authorisation of the Lead Coach, Supervising Coaches may coach skills at the maximum of 1 level higher than their current qualification. If coaching at one level higher than their current qualification, coaches must have completed the relevant course or module of the next coaching level covering those skills, although they may not yet be signed off as qualified.

All Coaches entered onto the event entry must be the same ones attending the event. Lead Coaches have a duty of care towards their performers and have responsibility to ensure that they are both qualified and competent to teach at the appropriate level, as well as ensuring that the participant is adequately prepared, physically and psychologically, for performing their routines in a competition situation.

Additional Assisting Coaches may be accredited, at the discretion of the Organiser, to be present in the competition arena to assist with the pastoral care of the gymnasts. Assisting Coaches may not coach the gymnasts unless they fulfil the requirement of holding a recognised qualification suitable to the level of skills being performed.

Additional Chaperones may be accredited; at the discretion of the Organiser, to be present in the warm up area to assist with the pastoral care of the gymnasts. Chaperones may not coach the gymnasts.

If it is found that a club is in breach of these policies BG reserves the right to reject an entry on the grounds of gymnast safety or, if discovered post performance, to disqualify the competitor and remove their score(s) from the official results.

### Safeguarding


All Coaches are required to hold a current BG specific DBS certificate, or Home Nation equivalent, and have current Safeguarding and Protecting Children Awareness training at the time of the event.


Coaches who do not fulfil this requirement will not be accredited or allowed to participate at BG events.


All gymnasts must have an accredited coach present on the competition floor at all times. If a gymnast attends a competition without a Supervising Coach they will not be allowed to compete.

The safeguarding courses recognised by British Gymnastics are:

- Sports Coach UK (scUK) Safeguarding and Protecting Children Awareness course
- Local Safeguarding Children's Board (LSCB)
- Football Association (FA) Safeguarding training
- Professional prior learning i.e. Social Worker, Teacher etc.

This must be renewed every three years and be valid both at the time of entry and through to the end of the event. 

For members who have previously completed a face-to-face course, an online refresher update course is available.  Coaches are responsible for checking the expiry date of their safeguarding and ensuring they have sufficient time to renew their award prior to the closing date of the event.

Coaches must also have a valid BG DBS Disclosure both at the time of entry and through to the end of the event before being allowed to take part at a BG event. 

### Age policy


Gymnasts' ages will be taken as the age reached in the year of the competition.

### British Gymnastics Transgender Policy

For information on Transgender, please refer to the British Gymnastics Transgender Policy.

## Competition entries

### Entry process

Entry to all national BG events are online only. Complete instructions for adding an entry via the BG GymNET Online Entry Portal are available to download from the [BG website](#). 

All entries must be fully submitted electronically to BG by the stipulated closing date and time.

Prior to the event, an entry may only be amended by the person making the original entry.

### Methods of payment

Payment can be made by Debit Card, Credit Card or BACs payment and must be received by the closing date- 9<sup>th</sup> November 2018. BACS payment however may slow the entry process. Payments should be received by BG within 48 hours of the entry being submitted.

***Entry fees are non-refundable after the closing date.***

### Late entries

Late entries will only be considered in exceptional circumstances and only up to 7 days after the closing date.

Late entries must be made in writing (email is acceptable) to the British Gymnastics Northern Ireland office, and will then be referred to the Organiser for consideration. The Organiser will have absolute discretion whether to accept a late entry.

### Withdrawals & substitutions

Amendments to an entry before the closing date will not incur a penalty and in the case of withdrawals, the entry fee will be refunded. Entry fees are non-refundable after the closing date.

Where it is necessary to substitute a coach the club must inform the Participation Coordinator in NI in writing at [holly.mason@british-gymnastics.org](mailto:holly.mason@british-gymnastics.org)/[louise.mcalinden@british-gymnastics.org](mailto:louise.mcalinden@british-gymnastics.org), so the coach can be checked for membership, awards and safeguarding, before they can be accredited for the event.

Where, through unforeseen circumstances, this is not possible or, where information has not previously been supplied, the substitute must inform the Organiser immediately on arrival at the venue and produce their coaching award certificate, current BG membership card and a current BG specific DBS and Safeguarding certificate.

## General Regulations

Coaches' must make adequate provision for the 'supervision' of their gymnasts upon arrival at the venue. Gymnasts will not be allowed to register or begin warm up without their coach present.

### Registration

Only register yourself/your gymnast(s)/your club when those competing in that section of the event have arrived and intend to compete. Please inform the registration desk of any withdrawals as soon as possible.


### Order of performance

The order of competing shall be decided according to the competition arrangements made by the Organiser. For maintaining the smooth and timely running of the event, or where the safety, security and good performance of the gymnasts is a concern, BG reserve the right to alter the grouping of gymnasts and/or running order of performances as may be deemed necessary by the Organiser or authorised officials, up to the start of warm-up.

Wherever practical the Organiser shall produce and circulate to all participating clubs a provisional start list and running order for an event at least 2 weeks before the day thereof.


## Competition attire

### Gymnasts


- Wear appropriate clothing i.e. Not too loose as to constitute a hazard
- Buckles and clasps must not be worn
- Long hair should always be tied back
- Bare feet or gymnastics slippers only when competing in gymnastics
- Socks or gymnastics slippers must be worn when performing on a trampoline
- Glasses can be worn but it is recommended that contact lenses or glasses with flexible frames and straps are worn instead
- Jewellery must not be worn
- Body jewellery must not be worn (exceptions are as per **BG Body Piercing and Adornments policy** )
- Chewing gum is not allowed at any phase of the competition, including the presentation of the awards


### Coaches

- Coaches must wear a tracksuit with full length tracksuit bottoms or full-length tracksuit bottoms with a collared polo shirt or club/regional t-shirt and appropriate gym/training shoes
- Long hair should be braided or tied back so as not to obscure vision

- Coaches will not be allowed on the competition floor if wearing ANY jewellery. If it is impossible to remove items of jewellery they should be taped. Exceptions are as per **BG Body Piercing and Adornments policy** 
- Non-compliance may result in removal of the coach and consequently, for health and safety reasons, their gymnast from the competition.

### Judges


- Judges must wear grey/dark blue/black trousers/skirt and jacket, plus a white shirt
- Men must wear ties as per **FIG Code of Conduct** 
- Black shoes (not sandals) or clean track shoes if required by the Organiser. Heels which will damage gymnastics floor covering must be avoided
- Hair must be neat and not inhibit vision
- Jewellery, if worn, must be professional in appearance

Requests can be made to adopt reasonable clothing modifications at any BG competition on religious grounds only. All requests must be on the official **BG Clothing Modification Request Form**  and submitted to the Participation Coordinator at least four weeks before the competition closing date, to allow enough time for full consideration of the application and any possible health and safety implications.

Apart from as required for the running of the competition, gymnasts, coaches, judges and officials must not use mobile phones or any other electronic communication devices including tablets, to make calls, take photographs or be used for other forms of communication in the main area during the event.


### Music (where applicable)


All music for competition routines must be uploaded onto the GymNET portal one week before the competition date at the latest (see event page for specific time and date).


Instructions for uploading music to GymNET may be found within the **Online Entry Guide** 

*Please email the Participation Co Ordinator if this is not possible and you intend to bring a hard copy of music on the day of the competition.*

### Music licensing (where applicable)

All music used in competition routines must conform to the relevant licensing requirements. Details may be found at the following link 

Certain tracks belonging to Disney, Andrew Lloyd Webber and Cirque du Soleil can be used but this should be checked on the **PPL website**  to confirm the track is included within their repertoire.

To check tracks, go to , then scroll to the bottom of the page and click on 'PPL Repertoire Search'. Enter the artists name and title. Any music listed as part of the search can be used. If the track is not included within the listed tracks the club must apply directly to Disney, Andrew Lloyd Webber or Cirque du Soleil to use the track and pay the relevant licensing fees.

### Competition apparatus

Please refer to the apparatus specifications within the relevant discipline's Code of Points for full details on the specific apparatus.

## Access to Warm-up Area

Access to the Warm-up Area will be limited to the appropriate number of Coaches, Choreographers, Chaperones at the discretion of the Organiser, for each event. On arrival, coaches will need to register at the Registration Desk.

## Food & drink

There may be restrictions within the competition areas with regards to food and drink. This is to manage food intolerances, allergies & housekeeping within the gym hall.

## Babies and young children

In the interests of safety and for the smooth running and professional presentation of the competition, babies and young children are not permitted to enter the Warm-up or competition areas, even if they are being supervised by an adult.

## Medical provision

Anyone requiring First Aid assistance should speak to either the Competition Organiser. It is recommended that all coaches have a First Aid kit with them for minor injuries.

Any injury occurring during the official training or competition must be reported to the participation coordinator, to ensure a record can be kept of treatment given and by whom.



## Medal ceremonies

Except in exceptional circumstances, gymnasts who win a medal at a BG event are expected to remain in the venue until the completion of the competition and participate in the medal presentation ceremony in order to collect their award in person. Competitors must wear their competition attire or appropriate club kit/team uniform for the medal ceremonies.

## Video, film and photography

If you agree for your club to enter you into a BG competition, we will use your personal information to confirm you have been entered into the correct category and to enable you to participate in the event. All BG competitions are large events where filming and photography by BG accredited photographers and the media will be taking place. In some cases, the events will be videoed and/or live streamed by BG TV. Images taken at our events may be used by BG, BGF and GEL for the purposes of promotion, education and development of the sport. They may also be shared with relevant third parties organisations for journalistic/promotional purposes. The results of BG competitions are published and videos of routines performed by participating gymnastics are made available for viewing by BG members.

Any gymnast or parent who does not wish themselves or their child to be photographed/filmed at the event must advise the British Gymnastics Events Department or the Event Organiser. Although it is not always practical to manage the content of live streamed footage, we will ensure any identifiable images of the participant are not published.

Any person wishing to use video, film or take photographs must abide by the **BG Photography at Gymnastics Events Policy**.  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 publication in printed or electronic form, such as on websites. Clubs may publish some photos but this may only be done in accordance with the **BG Safeguarding & Protecting Children Policy**. 

Flash may not be used at any time while gymnasts are warming up or competing.

If you have 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 BG appointed Welfare Officer at the event.

### Health & safety


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

### Spectators

Spectators can purchase a ticket on the day of the competition at the door. Please note that ticketing will be on a first come, first serve basis and there may be a requirement to stand if there is no more seating available at the venue. The cost of entry will be stipulated in the circular which will be sent to all relevant clubs at least two weeks prior to the competition.

### Drug Free Sport

The testing programme may affect any elite gymnast performing at a national standard.

Please follow the link to read the **BG policy** 

## Terms & conditions of entry to all competitions

In addition to BG general rules and regulations:

All entrants agree to be treated by BG appointed first-aid staff only and be bound by the decision of BG appointed first-aid staff in relation to their ability to compete in the competition.

By submitting an inquiry, you agree to pay a fee which will be added to the club basket.

You agree to the storing of competition scores. BG will redact your details from the published results unless there is a justifiable reason to reject an objection to publication.

You agree to abide by the BG Photography at Gymnastics Events Policy.

It is the responsibility of the person making the online entry on behalf of the gymnast(s) or a club to ensure that those who they are making an entry on behalf of are fully aware of and agree to abide by the contents of this handbook.



## British Gymnastics Adult Gymnastics Competition 2018

<b>Date:</b>	20 <sup>th</sup> January 2019
<b>Venue:</b>	Flight Gymnastics Academy, Block B, Ballycraigy Business Park, Mallusk, BT36 4RG
<b>Opening date:</b>	Monday 10 <sup>th</sup> September 2018
<b>Closing date:</b>	Friday 4 <sup>th</sup> January 2019
<b>Music Deadline:</b>	Friday 11 <sup>th</sup> January 2019
<b>Entry Fee:</b>	Individuals £10 per person per discipline. TeamGym Teams £10 per team member.

### Eligibility:

Minimum of "Gymnast" (previously Bronze) membership

18 years or over

Individuals can enter more than one discipline

TeamGym Teams must consist of a minimum of three gymnasts

Level appropriate skills within each discipline are stated within the relevant section within the BG NI Adult Competition 2018 Code of Points

The following retirement rules apply:

### Newbie (Women's Floor & Vault only)

Competitors must have started participating in gymnastics as an adult and not competed before

### Novice

Competitors must have retired from club competition for at least one year

### Intermediate

Competitors (Men's and Women's Artistic only) must have retired from regional competitions for at least one year

### Pro

Women's Floor & Vault - Competitors who have previously competed within the below levels must enter the Pro Category:

Level 4 or above (or equivalent) since 2009

Any British Championships (including Challenge Cup)

NDP Grades (leading to National Finals)

Men's Floor and Vault – Competitors must not have competed above regional level for at least one year.

All Disciplines - Competitors must have retired from competition for:

Two years from International/National competition

One year from Regional (or above) competition/any competition with an NDP pathway


One year from Regional D/NDP 5 (or above) Trampoline competition

### Competition Structure

Timings and rotations of the event will be circulated no later than two weeks prior to the event to all participating clubs.

### Coach Qualifications & Passes

Competition	Lead Coach Minimum Qualification Required
All competitions	Level 2

A Level 1 coach will be allowed on the floor if the Lead Coach is Level 2 or above. Please follow the link to check your awards using the equivalent qualifications table  Maximum one Coach per 3 entries.

### Awards

#### *Trampoline & Tumbling*

Gold, silver and bronze medals for each competition category (all differing ages and abilities)

#### *Men's and Women's Floor & Vault*

All-around gold, silver and bronze medals for each competition category (all differing ages and abilities)

#### *TeamGym Teams*

Team trophies and certificates for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place