



PARENT/GUARDIAN INFORMATION SHEET

This competition is entirely staffed by volunteers who give up their time to allow the event to run. My thanks go to them all

The Event

Event title:	London Gymnastics Regional Championships and National Qualifier
Date	22 March 2020
Venue	Europa Gym Centre Vimy Way – off Maiden Lane DA1 4FA <i>use DA1 AND for sat-nav.</i>
Directions:	By car from M25: leave the M25 at Junction 1a Erith Left turn into Bob Dunn Way. Take left, B2186, for Crayford. Turn left into Maiden Way, Europa is on right
Parking:	Parking is available, but very limited. Please ensure you do not arrive before the stated times.
<u>Morning Event:</u>	Car park open 7.45
Doors open:	Gymnast registration 8.00. Gymnasts will be not be allowed into the warm-up gym before this time Parents will leave their children at the warm-up gym door. The coaches will be there to register them. Parents will not be permitted access to the warm-up gym
Spectators:	Advance ticket door open 8.00 Tickets- on- the day door opens 8.15
<u>Afternoon Event:</u>	Car park open 13.30 Do not arrive before 13.30 you will be turned away
Doors open;	Gymnasts registration 13.45 Gymnasts will be not be allowed into the warm-up gym before this time Parents will leave their children at the warm-up gym door. The coaches will be there to register them.
Spectators:	Advance ticket door opens 13.45 On- the- day tickets door opens 14.00

Ticket Information

Adult & secondary school children	MORNING £12.00	AFTERNOON £12.00
Primary school age;	MORNING £5.00	AFTERNOON £5.00
Pre-school	FREE	FREE

Advance tickets	www.richmondgymnastics.co.uk /calendar/ regional/morning or afternoon
Pay-on-the-Day'	At Europa by CREDIT OR DEBIT CARD

Europa centre has a restriction on the number of spectators at any one time, for safety, so only half day tickets will be sold.

Families will not be able to attend all day unless they have children in both morning and afternoon events.

Advance ticket sales will open on **March 1st**.at the website above.

Pay-on-the-day tickets will be on sale at Europa. Payments will be by credit or debit card only, we will not be accepting cash.

Do NOT ring RGA if you have any problems- the office staff there have nothing to do with the ticket sales, and will not be able to help you.

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Email: christinebrockbank@hotmail.com

We have had to increase the cost of the adult tickets as we now have to pay VAT

Venue facilities

Café:	Open till 4.30 for hot and cold food and beverages.
Merchandise:	Fine Designs Sportswear / DE Photography
Warm-up gym	For accredited coaches and gymnasts only. Gymnasts should not consume food or drink (<i>except water</i>) in the warm-up gym, it is against the venue rules and to protect children with allergies
Changing rooms:	Hair should be dressed in changing rooms. No hair spray in the warm-up gym.

Gymnast Information

Gymnast's hand over / registration	Parents will hand their children over to the coaches at the Warm up Gym door. The coaches will register the gymnasts
Gymnast supervision:	Gymnasts will be under the supervision of their coaches for the duration of the event
Storage of personal belongings:	Gymnasts should bring a small bag to store their belongings and clothing. Expensive jewellery or electronic equipment should not be brought to the venue
Provisions / refreshments:	Gymnasts should bring a bottle of water. The event is ½ day so food should not be necessary, but should only be consumed in the café, if required
Hair / jewellery:	Jewellery is not allowed. Hair must be dressed (preferably) prior to attendance at the venue, or dressed in the changing rooms. Hair spray must not be used in the warm-up gym.
Gymnasts Seating:	Gymnasts will sit in the specified seating with their club. Gymnasts will not be allowed in the spectators seating area
Gymnasts attire:	Gymnasts should wear their club tracksuit for warm-up, march- on and presentations
Bandaging:	Bandaging should be flesh coloured
Competition times:	Timetables are subject to change. Gymnasts should be ready to compete up to 30 minutes before their allotted time
Medical /First Aid Provision:	Medical provision for the assessment and/or treatment of injuries sustained on the day will be available by qualified practitioners. Coaches should also have first aid kits with them. If injuries are serious an ambulance will be called. All injuries will be logged with BG.
Welfare Officer:	The Regional Welfare Officer will be available for the duration of the event and may be contacted via the event organiser
Presentations:	Gymnasts must attend the presentations with their club. They must wear their club tracksuit
Club photographs:	After the presentations, each club will be invited to the podium, starting with Heathrow, for group photographs.
Gymnast Dismissal:	Following group photographs each club will leave the arena with their coaches to prepare for leaving the venue, starting with Heathrow. All rubbish must be cleared away into the bins provided, and plastic taken home for recycling. The coaches will hand over the gymnasts to their parents/guardians at the warm-up gym door.
Spectator dismissal:	The Spectators will be invited to collect their gymnasts from the warm-up gym, in club order, starting with Heathrow. The coaches will hand-over the gymnasts to their parents

	/guardians at the warm-up gym door. Parents are asked not to delay the coaches at the end of the event and to clear the building as quickly as possible
Host venue	Gymnasts must respect and follow the rules of the host venue
Emergency evacuation procedure; Gymnasts	In the case of an emergency (e.g. fire) the coaches will lead their gymnasts to the fire assembly point. The coaches will register their gymnasts
Emergency evacuation procedure; spectators	In the case of an emergency (e.g. fire) the spectators will be directed to fire exits and the fire assembly point by the event H&S Representative & venue personnel

Spectator Information

Doors open: morning	Advance ticket door 8.00 (not before) Pay –on-the-day door: 8.15
Doors open: afternoon	Advance ticket door 13.30 (not before) Pay-on-the-day door 13.45
Advance ticket holders:	Advance ticket holders must show evidence of purchase of tickets at the arena door; either printed out receipt or telephone receipt.
Ticket-on-the-day	Tickets may be purchased from the venue on the day with the use of credit or debit cards.
Wrist bands	Spectators will be provided with wrist bands to wear, to show that they have paid for a ticket. Spectators not wearing a wrist band will not be allowed into the arena. Officials will check the wearing of wrist bands at the arena door.
Directions to seats	The spectator seating will be sign-posted
Spectator Seating	Spectators should not leave or return to their seats in the middle of a performance, but wait till the end.
Warm up gym	Parents or spectators will not be allowed into the warm-up gym.
Competition organiser:	Chris Brockbank. LG Acro TC Chairman
Health & Safety representative	Jacqui Taylor will be on duty for the duration of the event to ensure all H&S procedures are adhered to
Medical care:	Claire Cason & Shannon Brooks will assess and /or treat injuries sustained during the competition
Welfare Officer:	Chris Cason, the Regional Welfare Officer will be on duty for the duration of the event
Dismissal & Collection of Gymnasts	The parents /guardians will be invited to collect their gymnasts from the warm-up gym, in club order, starting with Heathrow.

	The coaches will hand-over the gymnasts to their parents /guardians at the warm-up gym door.
Officials & volunteers:	Competition Officials and volunteers will wear passes to indicate their position.
Photography	By entering an LG event, there is an acceptance that the participant may be photographed and the photograph may be published by LG. Recorded images must only be used for personal purposes in accordance with the BG Child Protection Policy Photos may not be used, distributed or copied for commercial purposes. Flash may not be used at any time while gymnasts are warming up or competing. The Competition Organiser may at any time in her absolute discretion, direct that photos shall not be taken
Timetable:	The finalised timetable will be distributed to clubs on the day, and all other draft timetables should be ignored. Times are subject to change and gymnasts should be ready to compete up to 30 minutes before their allotted time.
Programmes:	Programmes will be sent to the clubs, and will appear on the BG website for individual printing, rather than printing and selling at the venue.
Final Scores:	The final scores will be uploaded to the event page on the LG website, within 3 days of the competition
Additional:	Parents should not approach the officials or judges. Any concerns should be raised with your club coaches

Coach qualifications:	Level 2 or above, require current gold BG membership, DBS, SPCA, a minimum level 2 qualification. Level 1 coaches require current silver BG membership, DBS, SPCA & minimum level 1 coach qualification.
Grades and levels in competition	<i>Morning event:</i> Grade 1, Grade 2, Grade 5, 11-16, Youth <i>Afternoon event:</i> Grade 3 &4: IDP: 12-18: 13-19: Senior
Medals and trophies	Gold, Silver and Bronze Medals will be awarded at Grades 1 – 5, Youth, IDP, and Disability Grades 1-3, 11-16, 12-18, 13-19, Senior ☐
Tie Breaks	For first position, both partnerships will receive regional medals, but the partnership progressing to the NDP final will be decided by the FIG tie-break system

Progression to NDP final	<p>The Gold medal partnerships from Grades 1-5, Youth, & IDP will progress to the NDP National finals.</p> <p>Disability Gold and Silver medallists from Grades 1, 2 & 3 will progress to the NDP National Disability finals.</p> <p>The gymnasts will compete as the 'London Team'- not under their club name.</p> <p>The gymnasts and coaches competing in the final will wear the LG kit.</p> <p>The LG ATC will pay the entry fees for the gymnasts to enter the final</p>
NDP team competition	<p>The London team at the NDP Team Competition will consist of 5 Partnerships selected by the TC from any category or any grade and include at least 1 x pair and 1 x group</p> <p>The winning region will be presented with the BG Regional Team Cup</p>
Inter-Regional event:	<p>The Silver medallists may progress to the Southampton Inter-Regional Competition at selected grades.</p> <p>The gymnasts will compete as the 'London Team'- not under their club name. The gymnasts and coaches competing in the Inter-Regional Competition will wear the LG kit.</p>
Inter-regional team competition	<p>The London team at the Inter-Regional Team Competition will consist of 5 Partnerships selected by the TC from any category or any grade and include of at least 1 x pair and 1 x group.</p> <p>The top 3 scores will count towards the winning score</p>
LG Team Kit:	<p>To save having the expense of purchasing the LG kit, the coaches have agreed that we should borrow from each other for the NDP final and the Southampton Inter-Regional Competition. When we know the sizes that are required, we will contact all the clubs for offers of kit loan. We welcome your co-operation in this matter.</p>

TIMETABLE [subject to change on the day]

	MORNING COMPETITION	
7.45	Car park open	Car-park
8.00:	Coaches arrive / collect passes	Outside warm-up gym
	Warm-up gym doors open	warm-up gym
	Gymnast's registration	warm-up gym
8.00	Advance ticket doors open for spectators	Door 2
8.10:	Lead Coach meeting	warm-up gym
8.15:	Registration & General warm-up	warm-up gym
8.15:	Pay on-the-day doors open	Door 1
8.28:	Round 1 Orientation	arena
8.30:	Judge's scoring training & breakfast	Studio 1
8.50:	Round 1 & 2 Gymnasts line up	warm-up gym
9.00:	Judges & Gymnasts March-on	
9.10:	Round 1 start	arena
10.30:	Judge Coffee break	Studio 1
10.33:	Round 2 orientation	arena
11.00:	Round 2 start	arena
12.07	Gymnasts line up for presentations	warm-up gym
12.15	Presentations	arena
12.45	Morning competition dispersal	from warm up gym door
	Judges lunch	Studio 1

	AFTERNOON COMPETITION	
13.30	Car park open	car-park
	Warm-up gym doors open	warm- up gym
13.45	Gymnast's registration & gen warm-up	warm-up gym
13.45	Advance ticket doors open for spectators	Door 2
13.55:	Round 3 Orientation	arena
14.00:	Pay on-the-day doors open	Door 1
14.25:	Gymnasts line up	Warm-up gym
14.30:	Judges and gymnasts March-on	arena
14.40:	Round 3	arena
16.05:	Judges tea break	Studio 1
16.03:	Round 4 orientation	arena
16.25:	Round 4 start	arena
17.30:	Presentations	arena
18.00:	Afternoon Competition Dispersal	From Warm-up gym door