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Venue Information

Event:	Acro Regional Championships and Prelims
Date:	March 22 nd 2020
Venue:	Europa Gym Centre, Vimy Way – off Maiden Lane DA1 4FA [use DA1 4ND for sat-nav.]
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 your gymnasts and spectators do not arrive before the stated time.
<u>Morning event:</u>	Car park open 7.45 Please tell parents they will not be allowed into the venue before 8.00
Doors Open	Coaches & gymnasts registration 8.00. Gymnasts will not be allowed into the warm-up gym before 8.00 or before their coach arrives
Spectators	Advance ticket holders door open at 8.00 Tickets- on- the- day door open at 8.15
<u>Afternoon event:</u>	Car park open 13.30 Do not arrive BEFORE 13.30, cars will be turned away. Parents will not be allowed into the venue till 13.45
Doors Open	Gymnast's registration: 13.45. gymnast will not be allowed into the warm-up gym before 13.45
Spectators	Advance ticket door open at 13.45 Pay-on-the-day door open at 14.00

Venue Facilities

Warm up gym	For accredited coaches and gymnasts only. No food or drink (<i>except water</i>) to be consumed 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.
Café:	Open till 4.30 for hot and cold food and beverages.
Shopping Mall	Fine Designs Sportswear / DE Photography

Personnel

Competition Organiser	Chris Brockbank
Programme Manager	Andy MacDuff
Floor Manager	Natasha Maxwell
Judging Coordinator:	Nicola Burrows
Superior Jury:	Mel Sanders
Timetables:	Salme Naylor
Music:	Bonnie
First Aid / medical cover:	Claire Cason & Shannon Brooks
Welfare Officer:	Chris Cason
Health & Safety Representative	Jacqui Taylor
Scoring:	Luke Faulkner
Cups & Trophies:	Julianna Lewis
Front of House/ volunteers:	Carol Bailey
Warm up Gym:	Ella Tralls

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 only

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. **If this is the case email Chris B. Please do not suggest that families should stay all day!**

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 accept 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.
Do NOT ring Europa 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.
Email: christinebrockbank@hotmail.com

Qualifications:

Clubs:	Must be BG registered, LG affiliated, Acro registered
Nominated coaches:	Level 2 or above, require current gold BG membership, DBS, SPCA, a minimum level 2 qualification
Nominated L1 coaches:	Require current silver BG membership, DBS, SPCA & minimum level 1 coach qualification. Level 1 may accompany grade 1& 2 partnerships in warm-up area providing they are supervised by a L2 acro coach. May not put gymnasts on the floor.
Gymnasts:	Require Silver BG membership
Judges:	Require minimum Bronze BG membership & cycle 14 qualification

Accreditation

Coaches:	Accreditation passes to be collected at advance ticket door. Coaches must register individually. Accreditation is non-transferable. Coaches entered into the Prelims must be the same ones attending the event. The same coach will be entered into the finals by the region.										
No of Accredited coaches:	As per current FIG accreditation rules / Per half day / A partnership is defined as one Pair or one Group. <table border="1"> <thead> <tr> <th>Partnerships</th> <th>Coaches</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> </tr> <tr> <td>2-5</td> <td>2</td> </tr> <tr> <td>6-8</td> <td>3</td> </tr> <tr> <td>9+</td> <td>4</td> </tr> </tbody> </table>	Partnerships	Coaches	1	1	2-5	2	6-8	3	9+	4
Partnerships	Coaches										
1	1										
2-5	2										
6-8	3										
9+	4										
Disability	Clubs entering Disabled gymnasts may have one additional qualified coach accredited, and one additional coach for pastoral support if required.										
Gymnasts:	The coaches will register their gymnasts and inform Ella of any withdrawals										
Judges:	Judges will register with the Head Judge										
Volunteers:	Volunteers will register with the Front of House Manager										

Coach / Club Information:

Club pack:	The head coach will collect their club competition pack from the accreditation desk, by advance ticket door. Coaches will take a register of their gymnasts and report any withdrawals to Ella.
Coach meeting:	Will take place in the warm-up gym at: 8.10. At least 1 coach from each club must attend
Judge meeting	Will take place in the judges room at: 8.30 (Studio 1)
Volunteer meeting	Will take place in the arena.
Tariff sheets:	Tariff sheets must be emailed to salme@richmondgymnastics.co.uk by 10/03. There will be a fine of £20 per sheet for late ones. Sheets will be printed out and distributed to CJPs.

Music:	All music must be up-loaded to the BG Music Portal by 10/03 Password = acro2020 Back-up CD for each routine must be available on the day
Warm-up:	Coaches without accreditation will not be allowed in the warm up gym. Gymnast's hair must not be dressed in the warm-up gym. Hair spray must not be used in the warm-up gym. Gymnasts must not consume food in the warm-up gym, to protect others with food allergies.
Orientation:	Final Orientation Timetable will be included in the Club Pack
Running Order	Final Running order will be included in the Club Pack. The running order distributed on the day will supersede any previous running order
Judging Panels:	There will be two judging panels at this event
Superior Jury:	There will be a superior jury
Gymnast attire	Jewellery, body piercing and similar adornments are not allowed.
Bandaging	Bandaging/ strapping should be flesh coloured
Coach's Attire:	Coaches are required to wear a club tracksuit or a polo shirt and track bottoms.
Judges Attire:	Judges must wear BG regulation judge attire; black suit or black jackets and trousers / skirt, plain black shoes Brevet & National judges will wear the BG scarf or tie & blue shirt Regional judges will wear the LG scarf or tie.
Anti-doping:	Testing may take place at any event. The gymnast is held accountable if a prohibited substance is found whether intentional or unintentional.
BG Photo Policy:	Any person wishing to use video, film, or take photographs must abide by the BG Photography Policy. (www.british-gymnastics.org) Flash may not be used at any time. The competition organiser reserves the right to ban the taking of photos or videos. Accredited coaches must not take photos or videos, whilst in the arena. Coaches who are spectators are covered by the same rulings as parents/guardians.
Electronic Communications	Apart from as required for the running of the competition, gymnasts, coaches, judges and officials must not use mobile phones or any

	<p>other electronic communication devices including tablets, to make calls, take photographs or be used for other forms of communication in the arena during the event.</p>
Substitution:	<p>Substitution may be made, up to one week prior to the competition. The substitute must be of the same grade, or lower, than the injured gymnast. You may not substitute with a gymnast of a higher grade. The new partnership will receive a score, but would not be eligible to progress to the finals.</p> <p>Should the new partner be out of age, or be in an additional partnership the partnership may 'guest' at the competition, but they will not be formally placed in the results or appear in the programme. Changes cannot be made during the final week running up to the competition.</p>
Inquiries:	<p>A coach may only inquire about the Difficulty Score, in accordance with the principles of the FIG code of points. Inquiries may be made only for a coaches' own gymnast, on the enquiry form with a payment of £15.00, to the superior jury. Video evidence is not accepted</p>
Going Green	<p>Gymnasts & coaches should bring their own water bottles and avoid using single-use plastic bottles.</p> <p>Gymnasts and coaches should take their recycling home with them and only use the bins for rubbish that will not recycle.</p> <p>Programmes will be emailed to clubs and put onto the BG website to be printed individually, rather than printed and sold at the venue</p>

Event Details:

The Event	The event will be split into two distinct competitions Gymnasts & parents should not arrive before the allotted times because of parking restrictions.
Morning event	Grades 1, 2, 5: Dis Grades 1, 2, 3: Youth and 11-16 Registration for gymnast 8.00, in the warm-up gym, with their coach
Afternoon event	Grades 3, 4: IDP & IDP 2: 12-18, 13-19 and Senior. Registration for gymnasts 13.45, in the warm-up gym, with their coach
Club Pack:	A pack will be provided to each club on the day with registers, finalised timetable, finalised running orders, information for coaches and gymnasts.
Firs aid:	Coaches should bring a basic first aid kit with them.
Injury:	A BG Physiotherapist will be available to assess/treat injuries sustained at the event. Should the physiotherapist declare that a gymnast is unfit to compete their word will be final and the partnership will have to pull out.
Gymnasts Seating:	Gymnasts must sit in the allocated spaces with their club, or may sit in the warm-up gym. Gymnasts may not sit with the spectators, and should not go into the spectator's area for any reason.
Warm-up Gym:	Finalised warm-up timetable will be found in the club pack
Orientation:	Finalised Orientation timetable will be found in the club pack
March on:	Gymnasts will march on, smallest at the front. Round 1 gymnasts return to warm-up gym. Round 2 gymnasts will sit in allocated seating
Height checks:	Height checks will be completed after orientation by the head judge. Coaches should accompany their gymnast for height checks. Tasha will organise. No height restrictions for Youth Category or Disability Grades
Presentations	All gymnasts must be present for the presentation ceremony. Gymnasts and coaches participating in the presentation ceremony must march on in competition attire.

<p>Medals and trophies:</p>	<p>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</p> <p>□</p> <p>In addition to the above; it is a requirement that any category that has less than three competing partnerships must achieve an averaged minimum Execution score of 7.50 or greater. If not, progression to the final will be considered on an individual basis.</p> <p>Youth categories will only be awarded medals if an average E score of 7.8 is achieved</p> <p>Trophies will also be presented to the highest scoring partnerships</p>
<p>Tie break:</p>	<p>For first position, both partnerships will receive regional medals, but the partnership progressing to the NDP final will be decided by the following tie-break system:</p> <p>The highest E-score, followed by the highest A-score of the combined exercise, or the highest E-score, followed by the highest A-score of the sum of the two exercises. For second and third places the tie will not be broken.</p>
<p>Scoring and results</p>	<p>Finalised score sheets will be published on the event page of the LG website within 3 days of the competition</p>
<p>Progression: National Final</p>	<p>The Gold medal partnerships from Grades 1-5, Youth, & IDP will progress to the NDP National finals. 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>Should there be only 1 partnership in a category they will go to the NDP final, unless they score below an average of 7.5 in execution, in which case it would be considered on an individual basis</p> <p>The LG ATC will pay the entry fees for the gymnasts and the judging levy</p>
<p>NDP Team Competition</p>	<p>The team will consist of a maximum 5 Partnerships selected from any category or any grade. The team will consist of at least 1 x pair and 1 x group plus a minimum of one other. The team will be selected by the TC.</p>

	<p>Only teams declared at the time of entry will be eligible, and changes may not be made</p> <p>The winning team will be declared from the top three scores achieved by the following partnerships: 1 x Pair, 1 x Group plus one other partnership from the 5 originally nominated partnerships.</p> <p>In Grade 5 or IDP only, the average mark achieved from the Balance & Dynamic exercises will contribute towards the team score. In Grades 1- 4 and Youth the mark achieved from the Combined exercise will count towards the team score.</p> <p>The Team score is calculated excluding the difficulty to take account of the different difficulty values for Grades and IDP</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> <p>The LG ATC will pay for the entry fees for the gymnasts. Clubs will have to provide judges to ensure entry</p>
LG Kit:	<p>Rather than purchase the new LG kit, clubs are asked to share, and lend existing LG kit to the NDP finalists and Inter-Regional partnerships.</p>
Group Photographs	<p>Each club will be invited to the podium for group photographs starting with Heathrow</p>
Dismissal; gymnasts	<p>Following group photographs each club will leave the arena with their coaches to prepare for leaving the venue.</p> <p>All rubbish must be cleared away into the bins provided, and plastic taken home for recycling.</p> <p>The coaches will hand over the gymnasts to their parents/guardians at the warm-up gym door, not in the arena. Please do not allow the parents to detain you after the event.</p>
Dismissal : spectators	<p>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</p>
Dismissal : coaches	<p>Coaches must ensure that all their gymnasts are with parents /guardians and that the venue is left as we found it, before leaving</p>
Responsibilities:	<p>Coaches must ensure that gymnasts follow the host venue's rules</p>

Health & Safety

H&S Representative:	Jacqui Taylor
Welfare Officer	Chris Cason, The WO may be contacted via the programme manager
Risk Assessment	A risk assessment has been completed for this event
H&S Check list:	A H&S checklist has been actioned
First aid / Medical Cover	Claire Cason / Shannon Brooks
First Aid & Medical Equipment:	Basic medical equipment will be provided. Additionally clubs should bring a First Aid kit with them
A&E Record Book:	Should there be an injury on the day the club must report this in their club A&E Record book.
BG A&E Reporting.	Accidents and injuries must be reported to BG on-line by the club involved.
Emergency Evacuation	<i>Gymnasts:</i> In the case of an emergency (e.g. fire) the coaches will lead their gymnasts to the 'fire assembly point' and register the gymnasts
Emergency Evacuation:	<i>Spectators</i> In the case of an emergency the H&S Representative and venue personnel will direct the spectators to the fire doors and 'fire assembly point'.
Emergency Evacuation:	<i>Judges</i> The head judge will direct the judges to the fire assembly point and register them
Emergency Evacuation:	<i>Officials & Volunteers.</i> The H&S Representative will direct the officials and volunteers to the 'fire assembly point' and register them.
Food in warm-up Gym	Gymnasts must not consume food in the warm-up gym to protect others with food allergies.

WHO DOES WHAT?

<i>ARENA & WARM UP GYM</i>	SUPERVISE GYMNASTS FOLLOW VENUE RULES	COACHES
<i>FLOOR MANAGER</i>	GYMNASTS TO LASER HEIGHT CHECKS ORGANISE MARCH –ONS GYMNASTS READY TO COMPETE LIAISE BETWEEN WARM-UP / ORIENTATION / COMP FLOOR	TASHA
<i>WARM-UP GYM</i>	WITHDRAWALS WITHDRAWALS TO CONROLOL TABLE WARM UP/ORIENTATION TIMETABLE LIAISE WITH FLOOR MANAGER	ELLA
<i>PROGRAMME MANAGER</i>	RUN PROGRAMME SET UP SOUND SYSTEM & MUSIC RUN ORIENTATION SET UP MEDAL PODIUM & PRESENTATIONS ANNOUNCE COMPETITION / SUPERVISE ANNOUNCER	ANDY
<i>JUDGES</i>	JUDGING PANELS / JUDGE PACKS / JUDGE ORGANISATION RUN JUDGES MEETING / PROBLEMS HEIGHT CHECKS	NICOLA
<i>HOUSE MANAGER</i>	SPECTATORS / VOLUNTEERS ADVANCE TICKET HOLDERS / CHECK PASSES / CHECK SPECTATOR WRIST BANDS	CAROL CHRIS B
<i>TROPHIES</i>	MEDALS AND TROPHIES SET UP TROPHY TABLE, ORGANISE PRESENTATIONS	JULIANA
<i>SCORES</i>	SCORING	LUKE
<i>TIMETABLE</i>	RUNNING ORDER / WITDRAWALS / TIMETABLE / COACH MEETING	SALME
<i>CLEARING UP</i>	CLEARING AWAY / COLLECTING RUBBISH/ RECYCLING RUBBISH	ALL
<i>ACCIDENT INJURY</i>	FIRST AID PROFESSIONALS WILL ASSESS INJURIES AND THE GYMNASTS ABILITY TO COMPETE	SHANNON / CLAIRE

TIMETABLE

	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
	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
	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
	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:	Dispersal	From Warm-up gym