

British  
Gymnastics

# Gymnastics for All West Midlands Regional Competition Handbook 2023

Competition Organisers' Name: West Midlands GfA Committee



## About

### West Midland Amateur Gymnastics Association

It is the responsibility of the Gymnastics For All Technical Committee (GFATC) to provide the West Midlands region with competitive opportunities for recreational gymnasts, striving towards the ethos of George Finney's vision of - "participation of the masses".

George Finney, 1947 – 2007, was an important member of the West Midlands in the discipline of General Gymnastics and a leading light in the British Schools Gymnastics Association, giving much of his free time organising competitions specifically aimed at children who could enjoy taking part no matter what level they were at. George was one of those rare individuals whose sole aim in life was to serve other people. He was always at the hub of organising activities including gymnastics competitions and festivals for people of all ages and abilities in the West Midlands and throughout the country. Their success was in no small part due to the time and patience that he had and his meticulous attention to detail.

He had an uncanny ability to persuade others to assist and become involved in gymnastics and give freely of their time. The competitions that are organised by the committee are specifically for gymnasts of recreational ability who are not looking to compete in higher level competitions. Our mission as a committee now is to honour his legacy and do our utmost to provide a high standard of gymnastics for all gymnasts to participate in.



### 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 **West Midlands Gymnastics Association Competition Handbook**, within this pack you will find all the details to participate within our competitions, supported by British Gymnastics.

The aim of this gymnastics competition is to provide an opportunity for gymnasts to participate within a recreational and fun competitive environment. This competition breaks down the 'Key Skills' involved in General Gymnastics (also the other disciplines) and builds them up towards more challenging skills which gymnasts love to do in any environment.

This competition is a Regional level focused competition aimed at those who otherwise would have few competition opportunities.

### Who can enter?

This competition is for:

<b>Gender</b>	Boys and Girls (see specific event)
<b>Age</b>	8 years + Gymnasts must be of age [to enter the appropriate category] in the <b>year</b> of the competition. <b>For example:</b> A gymnast needs to be 8 years old by the 31 <sup>st</sup> December to enter the Under 9's category.
<b>Ability</b>	This competition is aimed at <b>individual</b> and <b>teamed</b> gymnasts training a maximum of 1 – 4+ hours per week (category dependant) within a General Gymnastics setting.
<b>Club, County, Region</b>	This is open to all British Gymnastics clubs who are affiliated to West Midlands Amateur Gymnastics Association (WMAGA). Anyone within the West Midlands region can be affiliated. For further details see ' <a href="#">Club requirements</a> ' section.

See '[Category breakdown](#)' and '[Entry restrictions: Gymnasts that have...](#)' for specific details.

### Dates, Competition, Level, Venue, Address

2022 competition dates	Competition	Level	Venue, Post code	Link to Google maps
Sunday 19 <sup>th</sup> March 2023	West Midlands GfA George Finney Set Floor & Vault Championships 2023	Voluntary: Beginner Intermediate Advanced  Team and Individual	Fenton Manor Sports Complex, Fenton, Stoke on Trent, ST4 2RR	<a href="#">Link</a>
Saturday 17 <sup>th</sup> & Sunday 18 <sup>th</sup> June 2023	West Midlands GfA Voluntary Team Floor and Vault Championships 2023	Voluntary: Beginner Intermediate Advanced  Team and Individual	Fenton Manor Sports Complex, Fenton, Stoke on Trent, ST4 2RR	<a href="#">Link</a>
Sunday 5 <sup>th</sup> November 2023	West Midlands GfA Voluntary Team Floor and Vault Championships 2023	Voluntary: Beginner Intermediate Advanced  Team and Individual	Fenton Manor Sports Complex, Fenton, Stoke on Trent, ST4 2RR	<a href="#">Link</a>

**Start time:** All competition start times are estimated to be approximately 8:15am.

**Estimated end time:** All competition end times are estimated to be approximately 7:00pm

**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.

**Programme circulation:** The Competition Organiser will aim to circulate the programme within 10 days of the event date, if not earlier.

**Please note:** These are just Regional competitions being hosted by WMAGA, please see [Find an Event](#) on the British Gymnastics website for further competitions at various levels.

### Entry costs overview – Clubs, Gymnasts, and Spectators

Cost per competing gymnast:	£11.00
Cost per competing gymnast in teamed event:	£11.00 per gymnast Minimum 4 gymnasts – Maximum 6 gymnasts per team (£66.00 per team)

Also required as part of entry:	<b>Volunteers</b>	<b>Display group or individual to perform between rounds</b>
	One: Roles include: Score runner, Scorers, Floor manager	Yes, display groups are welcome. Contact Competition Organiser prior to event to discuss display timings etc.

Cost per spectator:	<b>Adult</b>	<b>Child (under 16 years)</b>	<b>Infant (under 2 years)</b>
	£5.00	£0.00	£0.00
Spectator fees process to be confirmed			

Please be aware, there is limited seating. Please speak with the Competition Organiser if you have a large group of spectators attending.

<b>Cost for no allocated judge:</b>	£100.00
<b>Cost for no show judge (per judge):</b>	£100.00

If you don't have a judge, please contact the Competition Organiser.

**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

<b>Entry method:</b>	British Gymnastics online entry system (GymNet) – see <a href="#">specific event</a> for entry system link
<b>Entry opening date:</b>	Estimated 2 calendar months prior to event date (see Find an Event for specifics)
<b>Entry closure date:</b>	Estimated 1 calendar months prior to event date (see Find an Event for specifics)

### Notes:

- The Competition Organiser holds the right to close the entry period early if the maximum entries have been reached.
- Disability entries to enter via their chosen category, then selecting the disability option upon entry where then stating in detail their disability and specific needs

### Payment method

As part of the British Gymnastics online entry system (GymNet), you will be able to pay for your entries.



Please ensure the correct amount is paid upon entry. Without payment, entry **will not** be submitted or counted.

### Key contacts

<b>Chair:</b>	Ben Worrall	N/a	<a href="mailto:BenPT@gmx.co.uk">BenPT@gmx.co.uk</a>
<b>Competition Organiser:</b>	Samantha Harding	N/a	<a href="mailto:Samanthaharding@icloud.com">Samanthaharding@icloud.com</a>
<b>Disability Competition Organiser:</b>	Susan Perks	N/a	<a href="mailto:susanperks@aol.com">susanperks@aol.com</a>
<b>Secretary:</b>	Andrea Paice	N/a	<a href="mailto:Bromsgrovegc@yahoo.co.uk">Bromsgrovegc@yahoo.co.uk</a>



## 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:

<b>Late entry fee:</b>	Not 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.

- Not submitted your entry yet? – You can manually amend your entry list on GymNet
- Submitted (paid) for your entry? – You will need to email the Competition Organiser to request a transfer in gymnast, as this must be done manually.

#### Post event entry closure

Contact the Competition Organiser to discuss your individual situation and the stage of event organisation. It may be too late to alter/re-do any preparation that has been completed for the big day.

If a transfer is accepted and must be done manually, the Competition Organiser will need the following details of both the old and new gymnasts:

- Full name
- Date of birth
- Membership number
- Category – Level and Age

### Withdrawal of entry

To withdraw a gymnast please email the Competition Organiser with the following details:

- Full name
- Date of birth

- Membership number
- Category – Level and Age
- Reason for withdrawal

### Fees to withdraw

If the withdrawal is:

- **After the closure date** – Full cost of the entry fee.
- **Before submission of the entry** – No fee has been charged.
- **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.

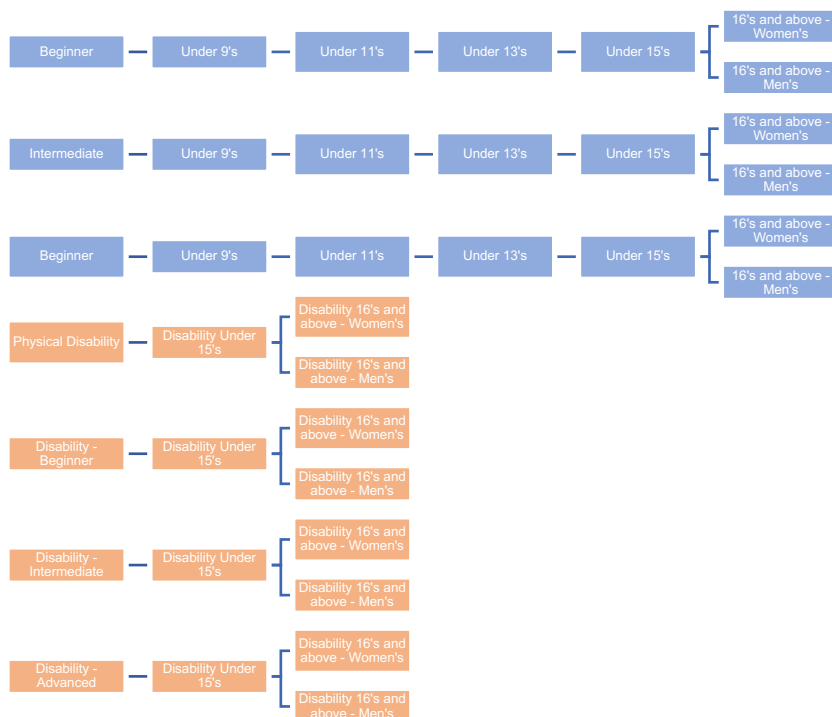
## Structure and programme

### Type, level, and pathway

**Competition type:** Gymnastics for All

**Competition level:** Beginner to Advanced and Physical

**Competition pathway:** The following diagram provides a simple visual of the Gymnastics for All pathway at West Midlands Regional level for boys and girls.



Each discipline will have specific pathway requirements; please see the [British Gymnastics Technical pages](#) for further details.

See the [Gymnasts that have...](#) section of this document for details regarding any specific entry levels restrictions e.g. gymnasts that have entered Artistic competitions prior to this competition.

If you have developed your gymnasts to a higher standard (which is great) then exploring other discipline competitive pathways maybe an option – Please see the West Midlands Amateur Gymnastics Association – Contact Us web page for discipline representative contact details.

### 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	8:15am
Registration/Withdrawals	8:15am
Door open for spectators	8:15am
Coaches briefing	8:30am
Judges briefing	8:40am
Warm Up Room Opens for Round 1	8:15am
Competition begins	9:00am
Rounds including change over, intervals, apparatus warmups, performances	
Presentation 1 & Photo Opportunity 1	2:00pm
Presentation 2 & Photo Opportunity 2	5:00pm
Competition ends	7:00pm

### Category breakdown

Within these competitions the categories are as follows:

Mainstream	Categories		
	Beginner	Intermediate	Advanced
Individual age breakdown	Under 9 (aged 7/8/9)	Under 9 (aged 7/8/9)	Under 9 (aged 7/8/9)
	Under 11 (aged 10/11)	Under 11 (aged 10/11)	Under 11 (aged 10/11)
	Under 13 (aged 12/13)	Under 13 (aged 12/13)	Under 13 (aged 12/13)
	Under 15 (aged 14/15)	Under 15 (aged 14/15)	Under 15 (aged 14/15)
	16 and above – Women’s (aged 16+)	16 and above – Women’s (aged 16+)	16 and above – Women’s (aged 16+)
	16 and above – Men’s (aged 16+)	16 and above – Men’s (aged 16+)	16 and above – Men’s (aged 16+)
Disability	<p>Open to all Disability Gymnasts.</p> <p>Depending on the number of, ages, and requests of adaptations post entry closure will determine the number of and type of categories.</p> <p>Contact the Competition Organiser to discuss options at this recreational event.</p> <p>Also see <a href="#">‘Adaptations: Disability or Mainstream category?’</a> section for further information.</p>		
Gender	All	All	All

Disability	Categories			
	Disability – Physical disability	Disability – Beginner	Disability – Intermediate	Disability – Advanced
Individual age breakdown	Under 15 (aged 7 – 15)	Under 15 (aged 7 – 15)	Under 15 (aged 7 – 15)	Under 15 (aged 7 – 15)
	16 and above – Women’s (aged 16+)	16 and above – Women’s (aged 16+)	16 and above – Women’s (aged 16+)	16 and above – Women’s (aged 16+)
	16 and above – Men’s (aged 16+)	16 and above – Men’s (aged 16+)	16 and above – Men’s (aged 16+)	16 and above – Men’s (aged 16+)
Disability	<p>Open to all Disability Gymnasts.</p> <p>Depending on the number of, ages, and requests of adaptations post entry closure will determine the number of and type of categories.</p> <p>Contact the Competition Organiser to discuss options at this recreational event.</p> <p>Also see '<a href="#">Adaptations: Disability or Mainstream category?</a>' section for further information.</p>			
Gender	All	All	All	All
Apparatus	See specific competition	See specific competition	See specific competition	See specific competition

**Notes:**

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

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

- Gymnasts must be of age [to enter the appropriate category] in the **year** of the competition.

**For example:** A gymnast needs to be 8 years old by the 31<sup>st</sup> December to enter the Under 9 years age category.

- In fairness to all gymnasts, the coach should decide at what level gymnasts compete.

- There is a limit of 2 teams per individual age group allowed per club entry.

This is to allow a fair opportunity to all West Midlands affiliated clubs to the spaces in each competition.

- Gymnasts are to compete in the same level on all apparatus.
- Gymnastics for All (GfA) rules are designed to be inclusive:
  - Gymnasts with additional needs may take part within a mainstream category or a disability specific category.
  - If any gymnasts have specific additional needs/support, please make the Competition Organiser aware upon entry.

### Gymnasts that have...

- Entered Artistic or NDP pathway competition **aren't eligible** to enter until a minimum of two years has passed.
- Proceeded with the performance pathway (any discipline) and wish to use one of these events as competitive experience, **must enter** at the Advance level only, despite training hours.
- Entered all levels 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.
- Have more than one type of training session each week (e.g. GfA, Tumbling, and Trampolining) **would need to** combine their training hours to gain their total training hours, to compare against the Maximum training hours requirement.

**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.

Apart from the above restrictions, you may enter any gymnasts at any level e.g. a gymnast could enter the Advanced 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.

### Maximum training hours

To ensure a fair competition, we have enforced the following maximum training hours per week:



Maximum training hours per week			
Gender	Beginner	Intermediate	Advanced
Girls	Two	Four	No limit
Boys	Two	Four	No limit

This applies to each individual gymnast and includes all training hours no matter discipline.

### 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	Beginner Intermediate Advanced Disability – Physical disability	Male Female	5 years 6 years 7 years 8 years 9 years 10 years	Individual basis	Category 1 – Hearing, Visual, and Physical Category 2 – Learning



		Disability – Beginner Disability – Intermediate Disability – Advanced		11 years 12 years 13 years 14 years 15 years 16+ Women’s 16+ Men’s		
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**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:

A certificate of attendance

As part of this competition **winning individual gymnasts** will receive:

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place medals

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

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place medals

Overall champion trophy

See [‘Category breakdown’](#) for explanation of categories.

**Performance details**

**Warm up**

There **is** a warmup hall for the gymnasts. The programme will include a general warm up in the warm up hall. Use of mats and a vault.

Apparatus warm up – two attempts at vault, no floor warm up in competition arena due to time restrictions.

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

Timings subject to change at the competition organisers discretion.

### Music licencing – PPL/PRS

#### Music requirements for this event

<b>Music is required for the following categories of this competition:</b>	<ul style="list-style-type: none"> <li>GfA Voluntary Team Floor and Vault competition – Floor routines – June 2023</li> </ul>
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**Note:** Timings etc. requirements are stipulated on specific 'Skills and Tariff sheets'.

#### Pre-event music requirements

<b>Music submission date deadline:</b>	<b>09/06/2023</b>
<b>Music submission method:</b>	Online submission via GymNet
<b>Music format:</b>	MP3 / MP4

Music submission must include the:

- Club/team
- Gymnast full name
- Category

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://research.ppluk.com/ars/faces/pages/audioSearch.jspx?\\_afLoop=12521061282463709&\\_afWindowMode=0&\\_adf.ctrl-state=27kf5b2cs\\_4](https://research.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

Music will be played via the music submission from GymNet.

Please ensure you bring a back-up copy of your music on the day. Ideally within the following formats:

- CD-ROM
- Memory Stick
- MP3 / MP4
- Fully charged portable device e.g. iPhone etc.

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>


### **Music Upload Instructions via GymNet**

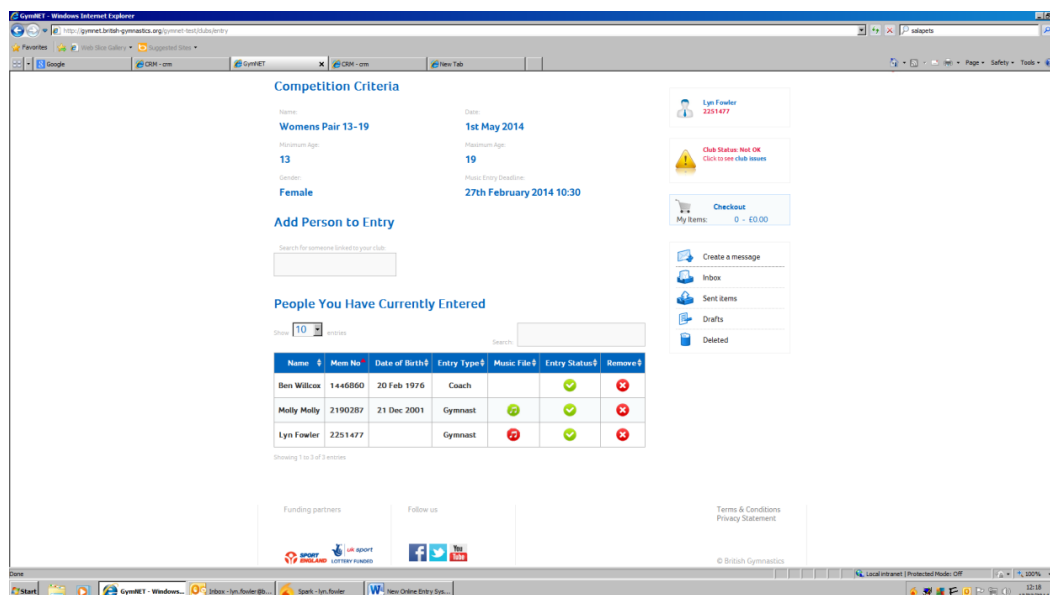
When you have input your gymnasts you will see this icon - .

Click on the icon and in this screen you can upload the music that this entrant will use whilst competing in this competition. You can upload a music file as long as it is one of these formats: MP3, M4A, OGG, WMA, WAV or FLAC.

After uploading a music file please confirm it is correct by using the play button to listen to the uploaded version. A file can be changed as many times as you like as long as the deadline for music upload has not passed. If this gymnast does not require a music file please tick the Music not required option.

If you are uploading music for a partnership or group where one piece of music is for them all, then partner/group them before uploading the music then upload 1 piece against any gymnast in the partnership/group, and the music will cascade to the other gymnasts.

When you have completed uploading your music the icon becomes green  indicating the music upload is OK.



The screenshot shows the 'Competition Criteria' page for 'Womens Pair 13-19'. The date is 1st May 2014, the minimum age is 13, and the gender is Female. The music entry deadline is 27th February 2014 10:30. Below this is a table of 'People You Have Currently Entered'.

Name	Mem No	Date of Birth	Entry Type	Music File	Entry Status	Remove
Ben Wilcox	1446860	20 Feb 1976	Coach		✓	✗
Molly Molly	2190287	21 Dec 2001	Gymnast		✓	✗
Lyn Fowler	2251477		Gymnast		✓	✗

## 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

Skills 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.

## Repetition of skills

**Floor** – The Skills and Tariff sheets state how many skills are required for each competition type.

Repeated or additional elements (skills) won't be counted towards the DV score and will receive Execution Deductions if performed.

**Vault** – Each gymnast is to perform two vaults. The highest scoring element will be recorded.

Both vaults are to be the same elements.

### Missing elements

**Floor** – Any routines with missing elements (skills) will receive a 0.5 Deduction from the Judge.

### Apparatus

The following equipment and apparatus will be used for these competitions:

Apparatus	Specific use for	Manufacturer	Size, dimensions, run up, landing details
Floor mats	All levels Boys & Girls	Generic (non-sprung)	Size = 2m x 12m
Box vault (Cross and Long)	All levels	Generic	Heights: Under 9's = 1.0m – 1.1m Under 11's = 1.0m – 1.1m Under 13's = 1.0m – 1.1m or 1.2m – 1.3m 15 and over Women and Men = 1.2m – 1.3m
Floor mats	All Disability levels	Generic (non-sprung)	Size = 2m x 12m
Box vault (Cross)	All Disability levels	Generic	Height to suit the gymnast
Springboard and mat	All Disability levels (Vault 14)	Generic	Height to suit the gymnast

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.

There will be one panel of judges per apparatus. The Competition Organiser will appropriately place the judges out in-line with their qualification and experience; this will also suit the categories applied to the competition.

## Appealing a judge's decision

Any appeals of a judge's score decision need to be given to a Competition Organiser and must be submitted prior to the end of the competition.

Appeals must be submitted by the gymnast's coach only.

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

Video evidence will not be accepted on any grounds.

Constructive feedback can be passed to the committee via the appropriate Competition Organisers within one-week post event.

## 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 can be found on the British Gymnastics website - <a href="https://www.british-gymnastics.org/clubs/club-membership/fees">https://www.british-gymnastics.org/clubs/club-membership/fees</a>		
Affiliation	West Midlands Amateur Gymnastics Association	West Midlands Amateur Gymnastics Association	West Midlands Amateur Gymnastics Association
	Further details on how to become affiliated can be found by emailing <a href="mailto:Samanthaharding@icloud.com">Samanthaharding@icloud.com</a>		



## 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
<b>Requirements per club entry</b>	Minimum requirement = 1 judges per club	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 be the first time they have completed the skill.
Only those listed on the entry form will be allowed within the competition area.			
<b>British Gymnastics ratios</b>	N/a	1 coach: 8 gymnasts	
<b>Qualifications</b>	Minimum = Floor and Vault judge  Ideally = Floor and Vault judge, Club level judge qualification in any of the following disciplines; Men's Artistic, Women's Artistic, TeamGym, Tumbling  <b>Note:</b> Judging guides will be provided on the day.	Appropriate British Gymnastics qualifications must be held to deliver the selected skills.  See ' <a href="#">Skill requirements and routines</a> ' for further details.  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  Supporting coaches can be qualified in one of the following: MAG, WAG, GG, TG, TUM	All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.
<b>DBS</b>	Yes	Yes	No
<b>Safeguarding training</b>	Ideally	Yes	No
<b>Experience and abilities</b>	No judging experience is required but some experience/knowledge of Floor and Vault would be beneficial.	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.



	Judging guides will be provided on the day for those who haven't judged at this type of competition before.		For example; it can't be the first time they have completed the skill.
<b>Membership</b>	<p>BG Bronze judge membership</p> <p><a href="#">British Gymnastics guidance</a></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><a href="#">British Gymnastics guidance</a></p>	<p>BG Bronze gymnast membership</p> <p><a href="#">British Gymnastics guidance</a></p>
<b>Attire</b>	<p>Ideally = FIG standards – Navy trousers/skirt, white shirt.</p> <p>Allowed = Black trousers/skirt, white shirt.</p>	<p>Suitably recognisable by all.</p> <p>Appropriate to spot/support gymnasts during practice and performance.</p> <p>Following BG Education guidance.</p>	<p>Girls' clothing = Leotard (short/long sleeved). If leggings or shorts to be worn to match leotard/team.</p> <p>Boys' clothing = Unitard and shorts to match team.</p> <p>Hair = Neat and tidy, tied back from the face.</p> <p>Feet = Bare or gym shoes</p> <p>Rest/waiting times = Optional</p> <p>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 coach.</p>
<b>Payment arrangements</b>	It's not the host club's responsibility to financially support the judges to attend this event.	It's not the host club's responsibility to financially support the coaches to attend this event.	N/a
<b>Transport arrangements</b>	Judges are required to organise their own method of transport to and from the competition at the appropriate times.	<p>Clubs and coaches are responsible for organising appropriate transport to and from the event.</p> <p><a href="#">British Gymnastics guidance</a></p>	

<b>Jewellery and body adornments</b>	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.  <a href="#">British Gymnastics guidelines</a>
<b>Additional requirements</b>	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 club's) 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

Seating will be accessed via steps on a tiered seat. Anyone that requires a ground level seat please contact either the Competition Organiser prior to the competition.

If you require any specific access, please contact the venue directly prior to the event to make them aware (also include the Competition Organiser so they are aware also).

### Food and drink

Hot and cold drinks will be available from the café. A range of snacks and other refreshments will be available, these will vary from event to event.

### Toilet and changing facilities

There are toilets and changing facilities at all sites used for events.

There are baby changing facilities also.

### On-site entertainment

Certain venues will have breakaway areas but please ensure you prepare to entertain your little ones without the breakaway area.

Fenton Manor have a swimming pool available – please see their website for separate pricing.

### Car parking

All venues are chosen with parking in mind. There will be plenty of parking available on the day although be aware the high volumes of cars. Where possible to car share or public transport for those local please do so.

Fenton Manor is a Pay and Display car park. Please ensure you bring around £6.00 worth of change.

### First aid and welfare

First Aid is provided via Fenton Manor.

It would be most helpful if the supporting coach from each club is first aid trained particularly to support their own gymnasts.

## 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 emailing the Competition Organiser upon entry.**

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 reception desk**. 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.

**DE Photos will be on-site during many Regional GfA events to help capture each gymnasts' special moments.**

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 **Competition Organiser**. 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 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>

## 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	Type	Link
British Gymnastics Health, Safety and Welfare policy link	Policy	<a href="#">Link</a>
Risk assessment training for clubs	British Gymnastics eLearning course	<a href="#">Link</a>
GDPR Data Security	British Gymnastics eLearning course	<a href="#">Link</a>
GDPR Implementation	British Gymnastics eLearning course	<a href="#">Link</a>

### 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.