

Generic Competition Handbook 2024 Llawlyfr Cystadlaethau 2024

The following document outlines the generic terms and conditions for all competitions and events in Wales. For discipline specific rules please visit the discipline handbook.

Contact

Competitions@welshgymnastics.org
0300 300 3127

Competition Process

Entries

1. All entries will be submitted through Sport80 [Welsh Gymnastics | Login \(sport80.com\)](https://sport80.com).
2. Entries will open 10 weeks before the competition date.
3. Entries will close 6 weeks before the competition date.
4. Running orders will be released 4 weeks prior to the competition this will be communicated to the contact who submitted the entries.
5. Prior to the competition, an entry may only be amended by the person making the original entry and not after 1 week before the competition.
6. Late entries will only be accepted up to 1 week after the closing date and at a cost of 1.5 times the entry fee (Capped at £1000).
7. The scores and results will be published on the WG website on the specific event page.
8. If a club enters a gymnast into an event, they are assumed to be confirming that the gymnast is eligible to compete (according to the rules in place). Should a gymnast be deemed ineligible prior to the event, the gymnast will not be permitted to compete, and the score will not stand (if the competition has begun). A refund will not be permitted.

Withdrawals and Substitutions

1. Amendments to an entry before the closing date will not incur a penalty.
2. Any changes made after the closing date will be charged an administration fee (equivalent to a late entry fee).
3. In the case of withdrawals, the entry fee will be refunded prior to the closing date. Withdrawals will only be accepted via email. Withdrawals after the closing date will only be refunded in mitigating circumstance and with evidence provided.
4. Should a gymnast be withdrawn after the closing date the club or coach must inform the Competition Organiser and Events Department in writing via email up to the close of registration for the relevant session.

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Spectator Tickets

1. Spectator tickets are currently available on Eventbrite. We will shortly be moving over to making Spectator tickets available on Sport80 - [Welsh Gymnastics | Login \(sport80.com\)](#).
2. Spectator tickets will be available a minimum 2 weeks before the competition date. Tickets may be restricted depending on venue capacity.
3. Refunds will only be given where Welsh Gymnastics cancel the competition.

Judges

1. Judges above 16 must have current membership, DBS and Safeguarding training.
2. Clubs are required to enter the relevant level judges for all competitions as stated in the discipline handbooks. Regional judges or above will now be required for qualifying competitions and identified pathway competitions when entering more than 3 gymnasts. This will be specified in discipline handbooks. There will be support for clubs to develop higher level judges pre the new Olympic Cycle.
3. Judging ratios will be identified in the discipline handbooks.
4. Failure to provide an adequate level or number of judges will result in a £100 fine.
5. All judges must adhere to their [code of conduct](#) and [member rules](#).
6. All judges must be wearing appropriate clothing for all competitions above GFA this will be as per the FIG rules for the discipline. GFA will be required to wear smart casual attire.
7. Judges will be required to judge a full day of competition to ensure standardisation of judging.

Volunteers

1. Welsh Gymnastics will advertise for volunteers to support competition delivery and safe environments of competitions.
2. All volunteers must have current membership and be over 14 years old.
3. All volunteers over 16 years old must have current membership, a DBS (provided free of charge by WG) and Safeguarding Training.

Eligibility

1. To enter Welsh Closed Championships as per the [eligibility policy](#).

Qualifications and Membership

1. All persons attending WG events in an official capacity, for example but not exclusive to gymnasts, coaches, judges, or TP members are required to hold current WG/BG membership in line with the level of competition entered and awards held. If it is found that a club is in breach of these, WG 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.

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Clubs and recognised environments	<p>Clubs must be current members of WG and only enter those with current membership. Entries to WG competition will be for WG or other recognised Country Governing Bodies only.</p> <p>Recognised environments eligible for schools and leisure competitions must be affiliated to WG to enter.</p>
Gymnasts	<p>Must be a current member of a WG/BG currently registered club. In exceptional cases where a gymnast is not actively attached to a registered club, they must contact competitions@welshgymnastics.org and complete a Non-WG Declaration. If completed the gymnast must nominate a coach and meet all other membership requirements.</p> <p>Gymnast membership level must be bronze for GFA identified competitions and silver for pathway competitions. Any GFA competitions will be identified within discipline handbooks and linked through in the GFA handbook.</p>
Lead Coaches	<p>Must be current Gold, Complimentary, or Life Members of WG / BG and must be qualified to the level of the skills being performed by all Gymnasts in the club/area before being allowed to participate in a WG Event. In addition, coaches must have current Safeguarding and DBS certificate. Must have a current coach registration.</p>
Coaches	<p>Must be Gold, Complimentary or Life Members of BG and coaches must be qualified to a minimum of level 2. Coaches must have a current safeguarding and DBS certificate. Must have a current coach registration.</p>
Supervised Coaches (On comp floor one level higher than their awarded qualification for experience)	<p>Must be a minimum of Level 2. Coaches must have a current safeguarding and DBS certificate. With the explicit authorisation of the Lead Coach, Supervised Coaches may coach skills at a maximum of 1 level higher than their current qualification. Before being allowed to participate in a WG Event, the Supervised 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. Must have a current coach registration.</p>
Assisting Coaches	<p>Must be a minimum of Level 1. Membership level must be current Silver, Complimentary, or Life Member of WG / BG before being allowed to participate in a WG Event. In addition, coaches must have a current safeguarding & DBS certificate. Must have a current coach registration.</p>

Choreographer	Must be a minimum Bronze before being allowed to participate in a WG Event. Choreographers must have current safeguarding and DBS certificates.
Chaperones	Chaperones may be accredited; at the discretion of the Organiser, to be present in the warm-up arena to assist with the pastoral care of the gymnasts. Chaperones may not coach the gymnasts. Chaperones must be a minimum of 21 years old. Individuals must have current WG/BG Bronze, Complimentary, or Life Member WG / BG membership and safeguarding and DBS certificates.
Judges	Judges' membership level must be Bronze, Complimentary, or Life Members of WG / BG for Club/County/Regional Judges, or Gold, Complimentary, or Life Members of WG / BG for National/Brevet Judge before being allowed to officiate at a WG Event. Judges must hold a current cycle of judging award (2022-2024) and over 16s must also have current safeguarding and DBS certificates.

Music

1. All music for competition routines must be uploaded on gymnast entry.
2. Late music submission will attract a fee of £10.00 per gymnast/group.
3. All music used in event routines must conform to the relevant licensing requirements. 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 [PPL Repertoire Search \(ppluk.com\)](http://ppluk.com) and 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 Day Arrangements

1. Coaches must make adequate provision for the supervision of their gymnasts upon arrival at the venue. Gymnasts will only be allowed to register or begin warm-up with their coach present.
2. Registration - On arrival, any officials will need to register and collect their accreditation from registration. Only register your Gymnast(s)/Club/Region/Area when those competing in that section of the Event have arrived at the Event and intend to compete. Please inform the registration desk of any withdrawals as soon as possible. During registration, accreditation/passes will be issued. Specific registration processes, where appropriate, can be found in the event work plan.
3. Order of Performance - The order of competing for individual events and group events shall be decided according to the competition arrangements made by the Organiser or such officials as may be authorised by the Technical Panel. To maintain the smooth and timely running of the Event, or where the safety security and good performance of the gymnasts is a concern, the TP and/or WG Competition Team 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. Once underway, the order of performance will only be

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changed, at the discretion of the Competition Organiser, in extenuating circumstances when a gymnast may be temporarily unable to compete.

4. Access to Warm-up Hall -Access to the warm-up hall will be limited to the appropriate number of Coaches, Chaperones and Choreographers (where applicable) as defined in the specific details section for each Event. Judges will not be allowed into the warm-up hall once the judges' meeting has taken place.
5. Medal Ceremonies - Except in exceptional circumstances, gymnasts who win a medal at a WG Event are expected to remain in the venue until the completion of the competition and participate in the medal presentation ceremony to collect their award in person. Attire for medal ceremonies is according to FIG World Championships and UEG rules. *All competitions except GFA.
6. Tenure of Trophies - All perpetual trophies remain the property of WG. Perpetual trophies are the responsibility of the winning club. The club is responsible for the inscription of, as well as safekeeping and maintenance of, the trophy and for returning it to the Organiser before the competition the following year.

Medical and First Aid

1. Anyone requiring First Aid assistance should speak to the Floor Manager.
2. At all WG Events, an official first aid will be appointed. A physio will be present at nominated competitions and where they are, they are not able to treat pre-existing or chronic injuries. Any injury occurring during the official training or competition must be reported to the first aid/physio to ensure a record can be kept of the treatment given and by whom.
3. The decision of the Floor Manager, based upon the recommendation of the WG-appointed medical officer, as to the gymnast's health and medical status and their ability to compete at the event is absolute and final.
4. All accident forms must be completed and registered via Sport80.

Protests

1. Protest will only be accepted where identified in discipline handbooks.
2. Submission of unofficial photographic analysis/evidence will not be accepted at any event.

Safeguarding

1. A nominated Safeguarding and Wellbeing Officer will be present at all WG Competitions.
2. All personnel must have the required safeguarding checks and training as per the [member rules](#).
3. WG wants everyone to enjoy a fun, positive experience where gymnasts can fulfil their potential in an environment safe from any form of abuse. If you have a worry or concern, please contact safeguarding@welshgymnastics.org or [report via our online form](#).
4. All Gymnasts must always have an accredited coach present on the competition floor. If a Gymnast attends a competition without a Supervising Coach, they will not be allowed to compete.

Policies

Code of Conducts

1. Any breaches of the [code of conducts \(coaches, staff and volunteers\)](#), [code of conducts \(parents\)](#) and [code of conducts \(gymnasts\)](#) will be dealt with as per the procedure.
2. Any breaches to the procedures during competitions will result in a warning being given and if not, rectified individuals will be asked to leave the competition floor. If a significant breach occurs, individuals will be removed from the floor immediately.

Equality

1. Policy for the Participation of Trans People in Gymnastics Competitions can be found [here](#).
2. Disability Gymnastics. The Disability competition classification categories available can be found within the information pages for each competition which has integrated disability.
3. Medical Information. All clubs and coaches must inform the Welsh Gymnastics competition organiser of any gymnasts with medical conditions requiring special consideration at WG events. This information should be shared with the WG competition organiser at the point of competition entry and will enable the WG competition organiser to make the necessary adjustments where possible to cater for the additional needs of each gymnast.

Privacy

1. All data will be used in line with the Privacy Notice can be downloaded [here](#).
2. If you agree for your club to enter you into a WG 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.
3. At some events, Welsh Gymnastics may produce event merchandise (e.g. event t-shirts). These may include the names and/or clubs of the gymnasts taking part.
4. Where competing gymnasts have a disability, it may be necessary to share the details of this disability with Performance staff and the Technical Panel to discuss if modifications to rules and processes are appropriate arising from this disability.

Video, Film and Photography

1. All WG competitions are large events where filming and photography by WG approved photographers and the media will take place. Images taken at our events may be used by WG for the purposes of promotion, education, and development of the sport. They may also be shared with relevant third-party organisations for journalistic/promotional purposes.
2. Any gymnast or parent who does not wish themselves or their child to be photographed/filmed at the competition must advise the Welsh Gymnastics Competition Organiser. We will ensure that any identifiable images of the participant are not published.
3. Any person wishing to use video, film or take photographs must abide by the WG/BG Photography at Gymnastics Events policy, which can be downloaded [here](#). Photos may only be taken for personal use. Unless specifically accredited, you may not take photos for sale, other commercial use, or publication in printed or electronic form, such as on websites. Clubs may

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publish some photos, but this may only be done in accordance with WG/BG's [Safeguarding Policy](#), and the BG Health, Safety & Welfare Policy, both of which can be downloaded [here](#) or the Photography Policy, linked above.

4. Flash photography may not be used at any time while gymnasts are warming up or competing. Follow the WG/[BG Photography at Event Policy](#).
5. If you have concerns about the identity or actions of any photographer or believe that any unsuitable photos are being taken, you should report your concerns to the WG-appointed Safeguarding and Wellbeing Officer at the competition.

Health & Safety

1. All competitions will be risk assessed, pre-event by the competition organiser, on the day by floor manager and everyone is responsible to report concerns and abide by policies and code of conducts.
2. Our primary consideration is the health, safety, and welfare of all participants (gymnasts, coaches, and officials). All WG and BG policies and procedures (where appropriate) will be rigorously applied with regards to health, safety, welfare, and Safeguarding & Protecting Children.
3. All people on competition floor must adhere to the BG's Health & Safety Guidance: Safe Coaching document, which can be downloaded [here](#).

Coaches	As per protocol, coaches should wear full-length tracksuit bottoms, leggings, a polo shirt / t-shirt and trainers or similar. No flip-flops/sliders should be worn by coaches on the competition floor. Coaches will not be permitted onto the competition floor if they are not dressed appropriately.
Recognised attire	The wearing of GBR, Home Country or Welsh Gymnastics attire at WG Events is strictly forbidden unless people are operating in an official Welsh Gymnastics capacity this includes gymnasts and coaches/officials.
Hair and Jewellery	Long hair should be braided or tied back so as not to obscure vision. Jewellery, body piercing and similar adornments are not allowed during participation or coaching. Where unavoidable/unable to be removed, suitable safe covering should be utilised, and risk assessed. Sensitivity to religious beliefs should be afforded but safety is paramount. Please submit a clothing modification request for participation or events to contactus@welshgymnastics.org . Additional exceptions are available as per BG's Health & Safety Guidance: Safe Coaching document, which can be downloaded here .
Performer Safety	Should at any time during a competition, a Welsh Gymnastics Floor Manager, TP member, Head Judge or National Coaching Team member/employed staff, believe the elements performed put the gymnast

	at risk, they will intervene and decide on whether the gymnast can perform the skill/routine. A review and discussion with the personal coach and/or club will also take place post-competition to ensure the safety and well-being of all gymnasts is paramount.
People Safety	<p>Apart from as required for the running of the competition, anyone on competition floor must not use mobile phones or any other electronic communication devices. It will be part of the role of the Floor Manager to monitor this area.</p> <p>Babies and young children are not permitted to enter the warm-up hall or field of play, even if an adult is supervising them.</p> <p>There may be restrictions within the competition areas regarding food and drink. This is to manage food intolerances and allergies. Please alert us to any allergies of participants or attendees prior to attending.</p>

Drug - Free Sport

1. The testing programme may affect any performance gymnasts performing at a national standard. For more information, please see the anti-doping section of our website [here](#).

End

The following Terms and Conditions will be highlighted and accepted on the competition system by the club personnel with authority to submit entries.

- The person making the online entry on behalf of the gymnast(s) or club undertakes to ensure that those whom they are making an entry on behalf of are fully aware of and agree to abide by the terms and conditions of entering the competitions.
- Welsh Gymnastics retain the rights to utilise the power of discretion to ensure any judgement made is with the best interests of the gymnasts involved.