

British
Gymnastics

Erewash Valley Display Handbook

Host club – EVGC

Event Organiser: Megan Bramley



About

Host club

From beginners to experts, we help every gymnast reach their full potential. Erewash Valley Gymnastics Club's talented and dedicated team of coaches and staff, along with our two sites and varied programmes mean we are one of the largest gymnastics' clubs in the East Midlands.

EVGC provides a safe, friendly, and appropriate learning environment for all ages and abilities, giving everyone a chance to explore gymnastics.

Participant, parent, or spectator - we welcome you to Erewash Valley Gymnastics Club!



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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Section A – Overview

1.0 – Event details

Welcome to the Spring Invitational

The aim of this gymnastics event is to provide opportunities for gymnasts to participate within a fun and non-pressurised environment.

Each event is designed to support gymnasts mentally and physically develop to a stage of their ability through their chosen gymnastics discipline pathway, starting at inter & intra club event through to county & regional events.

1.01 – Who can enter?

Gender	Male & Female
Age	5 years+ Following the guidance set out British Gymnastics in the Health & Safety Guidance: Coaching Practice , gymnasts must be of age to enter the appropriate category, in the year of the event.
Ability	
Club, County, Region	This is open to all British Gymnastics registered clubs .
Type of event	This event is an Event, show and showcase

Notes:

- Specifics of categories are in [Section 3.04 Category breakdown](#).
- Specifics of participant requirements are in [Section 3.05 Eligibility requirements](#).

1.02 – Time and dates

Event Dates for 2022	Event:	Level:	Location:	Entry closure date:
18th June 2022	EVGC Summer Show	All	Erewash Valley Gymnastics Club, Hallam Fields Road, Ilkeston, Derby, DE7 4AZ	May 25 th 2022

Notes:

- The Event Organiser holds the right to close the entry period early if the maximum entries have been reached.
- The start/ end times are subject to change pending receipt of entries and programme creation. Enhancing your experience is vital, please be patient with the Event Organiser.
- Local services may vary from day-to-day, check with service provider prior attendance.

1.03 – Theme

Event theme:	Summer – Bring some Dazzle!
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1.04 – Entry fees: Gymnasts, Spectators, and Judges

Cost per gymnast:	£10.00
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Notes:

- Fees to be submitted via representing club only.
- Upon entering this event, gymnasts agree to the **Code of Behavior – Gymnasts** terms.

Cost per spectator:	Adult 16 years+	Child Under 12's	Infant Under 3s
	£5.00	£3.00	Free

Notes:

- Seating is limited and fees are to be paid **cash on the door/ day**.
- Upon attending the event, spectators agree to the **Code of Behavior – Spectators** terms.

Please state on the Entry Form **anyone requiring additional requirements**, to allow the Event Organiser/ Host Club the opportunity to discuss and act as reasonably practicable to cater for your requested adaptations.

1.05 – Entry and Payment method

Entry method:	Entry form	Megan.bramley@evgc.co.uk
Payment due:	Please send payment with your entry form	

BACs transfer:	
Name:	Erewash Valley Gymnastics Club
Account number:	07951892
Sort code:	60-13-23
Reference:	[Club name] – EVGC Summer show

Notes:

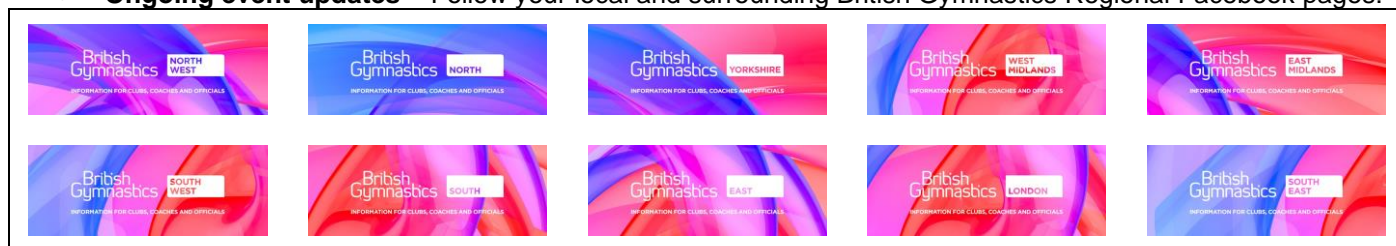
- Without final payment, entry **will not** be completed.
- The Event Organiser holds the right to close the entry period early where the maximum number of entries have been achieved.

1.06 – Key contacts

Event Organiser:	Megan Bramley	Email only	Megan.bramley@evgc.co.uk
Venue contact:	Reception	0115 9726070 – Option 2	N/A
Welfare Officer:	Kath Kearns	N/a	welfare@evgc.co.uk
Safety Officer:	Hannah Gibbs	0115 972 0670	Hannah.gibbs@evgc.co.uk

Keeping in 'the loop':

- **Updates for this & future events** – Register your interest within the Event Organiser.
- **Ongoing event updates** – Follow your local and surrounding British Gymnastics Regional Facebook pages:



Section B – Details

2.0 – Entry details

This section details are in addition to those within [Section A – Overview](#).

2.01 – Late entries

Late entry fee:	No Late Entries
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Notes:

- If you believe your entry will be late, please contact the [Event Organiser](#) to discuss your situation.
- Cases are taken on individual basis.

2.02 – Changing of an entry detail

Events are complex occasions and changes happen due to unforeseen circumstances such as injuries, illnesses, or sudden happenings. Depending on the stage of the will require the following action to complete a change in entry detail (i.e., gymnast, coach, spectator etc.):

	Entry submitted & not paid yet.	Entry submitted & have paid.
Before the entry date closure:	<ul style="list-style-type: none"> • Amend your entry. • Re-email it to the Event Organiser. 	<ul style="list-style-type: none"> • Email the Event Organiser with details of the changes. • Await confirmation prior any additional fee payments.
After the entry date closure:	<ul style="list-style-type: none"> • Email the Event Organiser with details of the changes. • Await confirmation prior any additional fee payments. 	

Notes:

- The Event Organiser reserves the right to refuse changes depending on stage of event organisation.
- Where change request is accepted, an updated Entry Form maybe requested.

2.03 – Withdrawal of an entry detail

To withdraw a gymnast please [email the Event Organiser](#) with the following details:

- Full name
- DOB
- Membership number
- Category – Level and Age
- Reason for withdrawal

	Before entry submission.	Before the closure date.	After closure date.
Fees to withdraw:	No fee has been charged.	No fee will be charged as part of consumer rights.	Full cost of the entry fee.

Notes:

- The Event Organiser will require the original bank details for refunds to be processed.
- Withdrawal of other roles (Judges, Volunteers etc.) please [email the Event Organiser](#).

2.04 – Confirmation of entry

Upon receipt of entry form, you will receive a confirmation of payment and date requirement.

Upon payment of entry, you will receive a confirmation to complete your entry.

3.0 – Structure and programme

3.01 – Type, level, and pathway

Event type: Invitational Display Festival

Event level: Invitational Display Festival

Event pathway: The following diagram provides an overview pathway for events.



For Pathway and Performance specific pathway requirements, see the:

- [British Gymnastics Technical](#) pages.
- [Regional and Home Countries](#) pages.

[Section 3.05 Eligibility requirements](#) regarding specific entry levels requirements.

3.02 – Confirmation of programme

Upon entry closure date, the final programme will be circulated by the Event Organiser.

Not received the programme yet

If you have not received by the date stated within [Section 1.02 Time and dates](#), **check your 'Junk Mail'**. If not received, [contact the Event Organiser](#).

Found an error in the programme

If you have found an **error in the programme**, [contact the Event Organiser](#).

If you have found an **error in the results**, see [Section 4.10 Appeals & inquiries](#).

Have a change to the programme

See [Section 2.02 Changing of an entry detail](#).

3.03 – Overview programme structure

Example Event:	Activity:	Estimated time:
Event 1	Club arrival to event	9:00
	Registration for Gymnasts, Coaches, Volunteers	9:00
	Doors open for Spectators	9:15
	Coaches briefing/s	9:15
	General warm up for Gymnasts	9:20
	Main event: including rounds, change overs, and intervals.	9:40
	Presentations	11:30
	Event 1 ends	

Notes:

- The above times are estimate timings and all times will be confirmed upon entry closure.
- Where entries deem appropriate, a second event (e.g., an afternoon event) will be held.

3.04 – Event adaptations

Event specific support and/ or adaptation:

This event supports all those involved in their role (gymnast, judge, coach, spectators etc.), to ensure that the event is successful and aligns to [British Gymnastics policy & guidance](#). While this event has specific criteria (entering, judging, code of behaviour etc.) there are adaptations which can be authorised to support those involved in a reasonably practicable way.

Attendees of this event requiring support and/ or adaption should include this as part of the **Entry Form** process.

Every individual's request is taken on a case-by-case situation for equality purposes. Requests are required to be submitted to the Event Organiser a minimum of 10 working days prior to the event date.

British Gymnastics support:

All British Gymnastics recognised events are focused as inclusive by follow such policies/ guidance's as the:

- [Equality Policy](#)
- [Clothing at Event Policy](#)
- [Advertising on Competition Clothing Attire at Events Policy](#)
- [Policy on the Participation of Trans People in Gymnastics Competition](#)

Inclusion is continuous and where any discrimination against any of the protected characteristics is heard or seen, it is to be reported to the [Event Organiser](#), or another member of staff straight away to be acted upon.

See sections [8.09 Terms and conditions](#) and [8.02 Code of Behaviour](#) further details.

3.05 – Lining up, travelling, and presenting

Lining up & Presenting:

As part of the event etiquette, gymnasts and officials will present at specific times, including:

- After their performance – particular as a team.
- During the ceremony – particular as a club and as an event.

Travelling:

For safety & safeguarding reasons, there are allocated performers areas where only those involved in the event are allowed. Where a gymnast etc. requires exit/ entering this area they must speak with an event official first.

While travelling around the venue their allocated areas for each apparatus/ team, this is for safety and performance reasons.

3.06 – Awards, gifts, and celebrations

To celebrate individual success of gymnasts in categories (see [Section 3.04 Category breakdown](#)) the following awards, gifts, and celebrations are planned as part of this event:

(Note: these may alter depending on final entries etc.)

Every gymnast will receive:

Rosette for Participation

4.0 – Performance details

4.01 – Warmup

General warmup:

All events include a general warmup at the beginning of the event which individual clubs/ coaches are to continue supervising their own gymnasts throughout, while stages maybe combined.

4.02 – Music requirements

Music submission* date deadline:	June 8 th 2022
Music submission* method:	Email
Music submission* format:	MP4/ MP3
To be brought on the day: (Format)	MP3 – Phone may be accepted

*Music submission must include the:

- Club
- Gymnast full name/ team name
- Category.

Music licensing:

There are music licencing requirements placed on this event/ venue by PPL.

To **use music** in your recognised gymnastics environment, you require a PPL/ PRS licence. More information can be found at the [PPL website](#).

You can **check the permissions** on your chosen music on the [PPL website - music checker](#).

Walt Disney, Andrew Lloyd Webber, or Cirque de Soleil music **isn't permitted**.

The Event Organiser isn't liable for any damages for of music devices brought on the day, this the responsibility of the Club/ Coach.

There is gymnastics specific guidance on the [Club Hub - Resources](#).

You may hear the organiser/ host venue playing music, this will also abide by the PPL/ PRS licencing laws.

4.04 – Apparatus

Apparatus	Manufacturer	Size, dimensions, run up, landing details	Notes:	Image
Sprung floor	GymNova	12m x 12m		To follow
Mats / blocks / wedges	Various	Various	If you would like any specific equipment, please contact Megan	N/A

Notes:

- The above details are those which are specified for the event, it is advisable to prepare using the dimensions for the appropriate level.
- Where any changes are made upon event day, the organiser will inform all entered clubs. For any specific questions, contact the [Event Organiser](#).

5.0 – 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 .			

6.0 – Role requirements

The following table provides requirements for Judges, Coaches, and Gymnasts that are involved within this event:

	Coach	Gymnast	Volunteers
Numbers:	1 coach: 8 gymnasts.	Maximum entry = No maximum number (currently)	Event requirement = 0 volunteers per club.
Qualifications	<p>Responsible Coach To be qualified in either: GG or display specific discipline At a minimum of: British Gymnastics recognised Level 2</p> <p>Other Coaching Officials To be qualified in either: GG or display specific discipline At minimum: British Gymnastics recognised Level 1</p>	See Section 3.05 Eligibility requirements for details.	<p>Role dependant.</p> <p>Note: Volunteers aren't qualified coaches, therefore unable to coach.</p>
DBS	Yes	No	Role dependant – More details on Club Hub – Resources .
Safeguarding training	Yes	No	Role dependant – More details on Club Hub – Resources .
Membership	<p>Responsible Coach = Coach membership</p> <p>Other Coaching Officials = Coach qualification specific – More details on British Gymnastics website.</p>	<p>Recreational events = Recreational Gymnast membership.</p> <p>Pathway events = Competitive Gymnast membership.</p>	<p>Role dependant Minimum requirement = Bronze Club Officer</p>

	Coach	Gymnast	Volunteers
	More details can be found on the British Gymnastics membership webpage.		
Experience and abilities	<p>Coaches must only delivery skills within their qualification syllabus.</p> <p>For Regional/ National events coaches are able to use the Lead Coach Guidance.</p>	<p>Gymnasts only to perform elements which:</p> <ul style="list-style-type: none"> • They are competent and experienced at. • Their Lead Coach is qualified within. 	<p>No experience required, only motivation in volunteering.</p>
Attire	<p>Suitably recognisable by all.</p> <p>Appropriate to support/ spot gymnasts during practice and performances as required.</p> <p>Further information found:</p> <ul style="list-style-type: none"> • Clothing at Events Policy • Advertising on Competition Clothing Attire at Events 	<p>Clothing = Appropriate to display. Must be safe to perform.</p> <p>Hair = Appropriate to display. Must be safe to perform.</p> <p>Feet = Bare, Gym shoes.</p> <p>Resting periods = Optional i.e., Club tracksuits</p> <ul style="list-style-type: none"> • Jewellery and Adornments • Policy on the Participation of Trans People in Gymnastics Competition 	<p>General attire = Smart trousers</p> <p>Provided attire = EVGC T-shirt</p>

	Coach	Gymnast	Volunteers
Payment arrangements	It's not the Host Club/ Event Organisers' responsibility to financially support these roles in attendance of the event.		
Transport arrangements	<p>Each Club and Coach is responsible for organising and communicating the travel arrangements with all those involved.</p> <p>Further information found:</p> <ul style="list-style-type: none"> • UK & Overseas Travel • Health, Safety, & Welfare Guidance: Safe Trips 		

Notes:

- The Event Organiser has the right to withdraw any entry into the performance area where requirements aren't met.
- British Gymnastics provide a range of continuous development on the Courses pages of the website, see [Coaching](#), [Judges](#), [Club Roles](#), and [CPD](#). Where you require further support on your role contact the [Event Organiser](#).

Section C – Venue & Governance

7.0 – Venue facilities

7.01 – Access/ egress

Details such as the venue address etc. can be found in [Section 1.03 Venue and address](#).

This event includes the following accessibility facilities:

- Disability toilet & changing
- Same level spectating

Anyone attending the event who may require support and/ or adaption should include this as part of the **Entry Form** process.

7.02 – Catering

Available on-site

During this event there will be the following catering facilities available:

- Café will be open
- Hot dogs will be available
- Hot & cold drinks
- Other fundraising stalls – snacks/ cakes/ raffle
- Conventional snacks

7.03 – Toilet and changing facilities

This venue has limited toilet & changing facilities. Disabled toilet/ changing facilities are available.

Where possible, gymnast to arrive dressed ready to perform with additional clothing for warmth.

[Section 7.04 Hygiene & sanitation](#) has additional information of cleanliness within these areas.

7.04 – Hygiene & sanitation

We wish to support recognised events to ensure everyone's health, safety, & welfare is maintained throughout. Levels of hygiene & sanitation can vary for individuals, although following the ongoing guidance set out by the Government & British Gymnastics, for this event would like to encourage the following:

In the instance anyone shows any listed symptoms ([NHS symptoms](#)) must stay at home and get tested.

7.05 – Car parking

While the event has been programmed to cater for the volume of car parking, there is the following car parking available:

- Front car park
- Rear car park

8.0 – Regulations

8.01 – Standardisation

This event is recognised by British Gymnastics with the guidance of policies such as:

- [Health, Safety, & Welfare Guidance: Safe Environment](#)
- [Health, Safety, & Welfare Guidance: Safe Participation](#)
- [Health, Safety, & Welfare Guidance: Safe Coaching Policy](#)
- [Health, Safety, & Welfare Guidance: Safe Trips Policy](#)
- [Safeguarding Policy](#)

Using these policies & guidance, this event aims to provide a high quality & standardised approach to gymnastics for all those involved in the lead up & during the event.

8.02 – Code of Behaviour

Each gymnastics moment is a memorial; to create these such events, gymnastics can become challenging, competitive, & onerous on individuals. To ensure the mental and physical wellbeing of everyone involved these events are focused on fun & participation elements ('friendlies') therefore aren't pressurised.

To ensure everyone encourages this philosophy throughout the event journey, the following are to be followed at all times:

- **Code of Behaviour – Participant**
- **Code of Behaviour – Spectators**

Where these aren't followed the Event Organiser has the right to withdraw entry/ access to the event prior and during event, which may affect future attendance of events.

8.03 – Spectating the event

8.03.1 – Ticket purchasing

Tickets can be purchased via:	Cash
Tickets to be purchased by:	On the day / door

Notes:

- Spectators reserve the rights not to buy.
- Only valid ticket holders will be allowed access to the event.

8.03.2 – Event entry

Upon welcoming to the event, individuals may be asked:

- For proof of entry (ticket).

These points align to the conducts stated within [Section 8.02 Code of Behaviour](#).

In the instance anyone shows any listed symptoms ([NHS symptoms](#)) must stay at home and get tested.

8.03.3 – Behaviours during the event

As per [Section 8.02 Code of Behaviour](#), everyone attending & involved in this event must enhance the experience through their behaviours. Any behaviours deemed unsatisfactory will have the related procedures taken to allow a fair and equal outcome.

8.03.3 – Crowd imagery

Experiencing the event in person is unique, sharing that moment with another is memorial. Therefore, during this event it is expected for imagery to be taken (full details found in [Section 8.04 Photography](#)) which those spectating may be included in the imagery background as a 'crowd' or specific 'individual' images. [Section 8.08 Privacy statement](#) demonstrates how this type of data may be used and is also stored.

Where any individuals aren't able to have this photography taken, please inform the entering club who can then add this to their entry form, or upon day entry inform the staff member on the desk.

8.04 – Photography

Event Organiser may take images to record, demonstrate and promote the gymnastics activities performed throughout this event. Any images published on our website, social media account, and in our communications will align with the British Gymnastics [Safeguarding Policy & Procedure](#) and [Photography Policy](#).

This event's Privacy Statement can be found in [Section 8.08 - Privacy statements](#). Anyone that does not wish to be filmed, photographed, or imaged published are to inform the Club/ Event Organiser via the Entry Form.

Where notified, steps will be able to be put into place to prevent the imagery capturing. Any published images will be reviewed prior to publication.

Spectators

Photography is **permitted by family & friends of event participants**, providing these are for **used for personal use only**.

Responsibility of each Club:

- Inform any representatives, gymnasts, parents, and spectators of these photography arrangements.
- Inform the Event Organiser **via the Entry Form** of anyone who does not wish to have their photo taken by the by the Event Organiser for event promotional purposes.
- Ensure that any images taken for club purposes are restricted to club members in line with the clubs' privacy notice.

When taking photographs and videos:

- **Remove** any 'flash' on their device.
- **Not to be** used of children in a way that would place a child at risk of harm.
- **Not to be** used in a way that is inappropriate given the age of the participant & the context that the image was taken.
- **Not to be** used in a way that would cause damage or distress to any individual or in a way that could bring the sport into disrepute.
- **Not to be** edited in such a way as to cause embarrassment or distress.
- **Not to be** published where there is a legal or safeguarding reason not to.

- **Not to be** without appropriate safeguards in place to minimize the likelihood of anyone who is not authorized to view or use these images.
- **Not to be** live streamed at any point during the gymnastic activities.

In the circumstance anyone suspects a breach of this photography arrangement, please inform [Welfare representative](#)

8.05 – Feedback and complaints

Events are set up with the sport at the heart, to allow ongoing improvements please provide your constructive thoughts within five working days of the event date, via this [online survey](#).

8.06 – Health and safety

8.06.1 – Health & Safety statement

The Event Organisers prioritise the Health, Safety, and Welfare of everyone, which they aim to apply the British Gymnastics guidance's with immense detail. This includes the Health, Safety, and Welfare no matter their role, age/level, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Event Organiser abide by the governance set by [British Gymnastics](#) and by the [Government](#) for event creation and management, which is extended to all Clubs. This can be done via the opportunities offered via the [CPD](#) & [Club Roles](#) pages on the British Gymnastics website.

The intention of the event is to create an environment that is friendly with low-pressure, no-stress for all those involved, while providing opportunities for all to challenge themselves and creating their own **Power to Amaze**.

8.06.2 – Risk Assessments

Risk assessment(s) have been carried out using the guidance's listed in [Section 8.01 Standardisation](#).

Where any additional requirement may need further consideration, inform the [Event Organiser](#).

Individual Clubs have a responsibility to risk assessments their representing persons (Gymnasts, Coaches, Spectators, Judges etc.) attending this event, speak to the [Event Organiser](#) for guidance.

8.06.3 – Adaptations

The following adaptations for this event can be requested via the club's entry form process:

- | | |
|---|--|
| <ul style="list-style-type: none">• Capability related• Facility related | <ul style="list-style-type: none">• Exceptional circumstance related |
|---|--|

8.06.4 – First Aid and Welfare

This events Health & Safety Plan has highlighted the following provisions:

- First Aider
- Welfare Officer

Information regarding risk assessments can be found in [Section 8.06.2 Risk Assessments](#).

First Aid

During the event, while all incidents & accidents are to be reported to a member of staff, Clubs are advised to bring a portable First Aid kit for minor incidents.

Welfare

[Section 6.0 Role requirements](#) provides guidance on attire for this event, please ensure all club representatives support the welfare of gymnasts no matter their individual characteristics. Where you find anyone in breach of this please report this to the nearest member of staff or the event [Welfare Officer](#).

8.06.5 – Allergies

Where any food is to be brought into the event, this is to be **nut free**. Details of the food & drink provided by the event can be found in [Section 7.02 Catering](#).

8.07 – Emergency procedure

In the event of the emergency alarms sounding please follow the below procedure:		
Gymnasts/ Coaches	Judges/ Volunteers	Spectators
Coaches to line up their gymnasts on the floor. Evacuate via the nearest fire exit. Meet at the fire point – opposite the main car park.	Evacuate via their nearest fire exit. Meet at the fire point – opposite the main car park.	Evacuate via their nearest fire exit. Meet at the fire point – opposite the main car park.

In the event of an emergency, contact the [Event Organiser](#), the [Venue](#), or a member of staff.

8.08 – Privacy statement

Event management requires the gathering, processing, and retainment of personal data, this is for the legitimate and lawful reasons in line with [Data Protection legislation \(Gov.uk, 2021\)](#) & guidance on [Club Hub – Resources \(Data Protection\)](#). Unless stated below, any physical or electronic data will be destroyed post event.

Clubs, Coaches, Judges, Volunteers

- Upon registering for this event, data provided will be retained for 13 months. These timings are for reasons of future event communications of similar type.

Gymnasts and Spectators

- Personal Data to be retained for historical recollections will be the Gymnasts' scorings.

Imagery

- Imagery, including videos, will follow processes set out in [Section 8.04 Photography](#).
- Any imagery identified as unrequired or unauthorised will be discarded 7-days after the event.

A **written request** can be included **as part of the Entry Form** where any data is to be deleted prior the stated dates. For further guidance, contact the [Event Organiser](#).

8.09 – Terms and conditions

By entering this event, all representing individuals agree to the rules, regulations, and standards stated within this event documentation.

Failure to comply, the Event Organiser has the right to withdraw entry/ access to the event prior and during event without refund, which may affect future attendance of events.