



# HANDBOOK

# INTRODUCTION



London Gymnastics (LG) is the governing body for gymnastics for the region, providing sound governance and accountability for affiliated clubs. We are governed by our Constitution, Policies and Standards

London Gymnastics is served by the officers of the:

Management  
Committee

Joint Technical  
Committee

Technical  
Committees

For our affiliated clubs, we:

Organise  
and  
Deliver  
Events

Disseminate  
and  
Communicate  
information to  
and from  
Clubs

Interpret and  
develop the  
discipline  
programmes in  
line with BG &  
LG Structures

Run Special  
Projects to  
support  
Gymnastics  
within London  
Affiliated Clubs

# EVENTS

Events organised by LG which are open only to affiliated clubs.

## Annual General Meeting

Financial, Management, TC reports & accounts are ratified. Includes validation of elected positions.

## Awards Event

Recognises the achievements of our members. Awards are for those who have demonstrated exceptional achievement/support in the region.

## Technical Assemblies

Discipline specific review/planning meetings. Including an open forum, distribution of information & election of TC Chair as required.

## Welfare Seminars

Organised to support club welfare officers. They include guest speakers, an open forum and the opportunity to share good practice.

Events organised by LG which are open Nationally/Internationally

## London Festival of Gymnastics

A 3 day festival, open to National/International Clubs & Schools for all ages and abilities demonstrating the diverse nature of gymnastics.

## London Open & Development Open

An International Men's Artistic Event run over 4 days. Gymnasts compete for the Westminster Cup, the Westminster Shield, the Clayton Bolt and the Loveday Cup

# COMMUNICATION

## Handbook

The Handbook provides up-to-date Information, Policies and Standards, Event Rules and TC Handbooks.

## Website

The LG Website contains all London Gymnastics Events, Information and News.  
[www.london-gymnastics.co.uk](http://www.london-gymnastics.co.uk)

## Newsblast

Monthly email disseminating News and Information to our members.  
Sign up at: <http://bit.ly/LGNewsBlast>

## Social Media

We encourage all members of our Clubs to engage with us on Social Media, using the following channels:



[/LondonGymnastics](https://www.facebook.com/LondonGymnastics)



[@LondonGymnastics](https://www.instagram.com/LondonGymnastics)



[@LondonGymnastic](https://twitter.com/LondonGymnastic)



[/LondonGymnasticsUK](https://www.youtube.com/LondonGymnasticsUK)

# PROGRAMMES

## DEVELOPMENT & COMPETITION STRUCTURE

Provides a programme of regional and developmental competitions across all disciplines.

## COACHING CLINICS

Provide specific technical training, led by technical experts.

## REGIONAL SQUAD TRAINING

Offers a programme of specific discipline training for gymnasts

## LONDON GYMNASTICS PROJECTS

Annual projects to support affiliated clubs in a variety of ways.

### RECENT PROJECTS INCLUDE:

- Platten Scholarship
- Welfare Officers Conferences
- 'Night of Stars' awards spectacular



# GOVERNING BODY

## The Management Committee (MC)

Responsible for overseeing all financial, legal, commercial & ethical matters, and governance activity

Chairman

[chairman@london-gymnastics.co.uk](mailto:chairman@london-gymnastics.co.uk)

Vice Chairman

[vicechair@london-gymnastics.co.uk](mailto:vicechair@london-gymnastics.co.uk)

Financial Officer

[finance@london-gymnastics.co.uk](mailto:finance@london-gymnastics.co.uk)

Marketing/Communication

[marketing@london-gymnastics.co.uk](mailto:marketing@london-gymnastics.co.uk)

Major Events Officer

[events@london-gymnastics.co.uk](mailto:events@london-gymnastics.co.uk)

Legal Officer

[legal@london-gymnastics.co.uk](mailto:legal@london-gymnastics.co.uk)

JTC Chairman

[jtcchair@london-gymnastics.co.uk](mailto:jtcchair@london-gymnastics.co.uk)

JTC Vice Chairman

[jtcvice@london-gymnastics.co.uk](mailto:jtcvice@london-gymnastics.co.uk)

Regional Welfare Officer

[welfare@london-gymnastics.co.uk](mailto:welfare@london-gymnastics.co.uk)

Gymnastics Advisory Officer

[gap@london-gymnastics.co.uk](mailto:gap@london-gymnastics.co.uk)

Regional Administrator

[regionalsecretary@london-gymnastics.co.uk](mailto:regionalsecretary@london-gymnastics.co.uk)

## The Joint Technical Committee (JTC)

Responsible for the technical programmes and regulations at regional level, ensuring that the objectives of British Gymnastics are administered in relation to technical matters, and to provide a forum for discussion and agreement at regional level. The JTC is made up of the chairmen of the current technical committees.

## The Technical Committees (TC)

Responsible for development & day-to-day running of discipline

- They work to meet the aspirations of its members
- Ensure compliance with LG /BG rules and regulations
- Set the annual competition and events calendar
- Support affiliated clubs and coaches
- Are a conduit to the JTC and the MC

Acrobatic Gymnastics

[acrochair@london-gymnastics.co.uk](mailto:acrochair@london-gymnastics.co.uk)

Disability Gymnastics

[dischair@london-gymnastics.co.uk](mailto:dischair@london-gymnastics.co.uk)

Gymnastics for All

[gfachair@london-gymnastics.co.uk](mailto:gfachair@london-gymnastics.co.uk)

Men's Artistic Gymnastics

[magchair@london-gymnastics.co.uk](mailto:magchair@london-gymnastics.co.uk)

Rhythmic Gymnastics

[rgchair@london-gymnastics.co.uk](mailto:rgchair@london-gymnastics.co.uk)

Trampoline Gymnastics (including Double Mini Tramp)

[trachair@london-gymnastics.co.uk](mailto:trachair@london-gymnastics.co.uk)

Tumbling Gymnastics

[tumchair@london-gymnastics.co.uk](mailto:tumchair@london-gymnastics.co.uk)

Women's Artistic Gymnastics

[wagchair@london-gymnastics.co.uk](mailto:wagchair@london-gymnastics.co.uk)

## Major Events Team (MET)

Provide the organisation and delivery of specific LG events. The Major Events Team oversees all of the London Gymnastics Events.

London Festival

[festival@london-gymnastics.co.uk](mailto:festival@london-gymnastics.co.uk)

London Men's Open Championships

[info@menslondonopen.co.uk](mailto:info@menslondonopen.co.uk)

Night of Stars

[nightofstars@london-gymnastics.co.uk](mailto:nightofstars@london-gymnastics.co.uk)



# LONDON GYMNASTICS CLUB AFFILIATION

Current fees for First Year Affiliation or subsequent re-affiliation can be found at <http://bit.ly/Londonaffiliation>

Clubs must be registered with BG at the time of application to affiliate or reaffiliate to the region.  
A Clubs' main venue must be within a London Borough.  
Clubs must comply with the conditions of BG registration.  
Clubs must comply with LG Policies, Event Rules & Standards of Conduct.

## CLUB AFFILIATION

The Club Affiliation Fee for the first year is a flat rate  
Application is made via the LG website  
Clubs may affiliate at any time during the year

## CLUB RE-AFFILIATION

Club Re-Affiliation Fees are based upon the total number of gymnasts registered on BG GymNet during the Club's previous membership year

Clubs will receive an invoice in July, and electronic payment must be received by midnight on the last day of September  
After this date clubs will be held in the status of temporary suspension and ineligible to enter regionally organised activities and events until the appropriate sum has been paid.  
Clubs cannot re-affiliate to London until they have renewed their British Gymnastics Membership.

Late re-affiliation will incur a fine of £100 plus the re-affiliation fee

## HOW THE RE-AFFILIATION FEE IS CALCULATED

The total number of bronze & silver gymnasts that have registered with a club during the previous year, provided by BG GymNet, is multiplied by the individual re-affiliation rate

NB:

The default setting for membership is 'gymnast'

Coaches and judges that are under 18 but still active gymnasts, will remain categorised as gymnasts for the purpose of re-affiliation

Club officials, judges and welfare officers should be shown in their proper roles on the club Gymnet

Gymnasts who left the club during the year will be included in the total

It is the club's responsibility to ensure that all information on their BG GymNet Club Area is accurate and up to date.

For any GymNet / Membership enquiries,  
please contact British Gymnastics directly on

**0345 129 7129**

## MEMBERSHIP POLICIES AND RULES

It is a requirement that London Gymnastics Clubs (and it's members) are members of British Gymnastics and therefore must adopt and abide by ALL British Gymnastics Policies, including the current policies on Equality, Disability, Ethics, Drugs, Safeguarding & Protecting Children & Vulnerable Adults.

Failure to abide by BG policies could lead to disciplinary action being taken against the club or individual. London Gymnastics has produced a range of documents to lay out our expectation of clubs and our commitment to serve our members. Coaches, Judges, officials and Gymnasts must abide by the BG policies found at: <https://www.british-gymnastics.org/governance>

Clubs should be aware of and abide by the following London Gymnastics Regulations:

Standards of Personal Conduct for competition  
(coaches, judges, gymnasts, officials)  
Regulations for Competition (Clubs & TCs) and  
Standards of Conduct - Appendix 1.

Clubs should be aware of the following London Gymnastics Policies which set out how the MC, TC's and Regional Officers will serve our members.

**Financial Policy**

**Committee Procedures and Regulations Policy**

**Marketing & Communication Policy**

**Disciplinary Code and Complaints Policy**

## COACH EDUCATION

The BG London Workforce Development Coordinator is employed by British Gymnastics and performs the following:

- Organises regional UKCC /BG courses/generic courses /add-on modules
- Organises Workforce Development Days
- Arranges tutors, assessors and venues for courses
- Register course information with 1st4Sport and BG
- Manages the Coach education budget
- Liaises with LG, clubs and individuals to ensure the demand for courses is met

London Gymnastics do not run coaching courses. They are all organised through British Gymnastics who operate a comprehensive programme of education, including formal qualifications that are part of the UK Coaching Certificate (UKCC).

These qualifications sit on the national Qualifications and Credit Framework (QCF) with other professional and academic awards such as GCSEs, A levels and degree courses.

## COACH EDUCATION

British Gymnastics are also recognised nationally and internationally for their own specifically designed and bespoke awards and qualifications.

The British Gymnastics UKCC courses, quality assured and awarded by 1st4sport, operate across all disciplines for Level 1 and Level 2. At Level 3, they operate a generic course, coupled with a range of Technical Modules for each discipline.

British Gymnastics offer bespoke discipline-specific courses for coaches looking to develop High Performance standards, focusing on skill/technique development & advanced planning, methodology, sports science knowledge & physical preparation.

In addition to UKCC, they have a wide range of CPD courses and Add-On Modules that aim to deliver quality education opportunities to broaden knowledge and expertise. The British Gymnastics Coach Education Programme consists of more than 50 qualifications over 3 to 5 progressive levels for each of the 11 gymnastics disciplines.

Further details about the range of course on offer can be found by following the link: <http://bit.ly/BGCourses>

For an up to date list of British Gymnastics Courses in the London Region please go to:  
<http://bit.ly/BGLondonCourses>

## CLUB WORKFORCE REQUIREMENTS

	BG MEMBERSHIP	DBS	SPCA	BG AWARD	TIME TO LISTEN
SECRETARY	MIN BRONZE				
COMMITTEE: TRUSTEE, DIRECTOR, TREASURER					
VOLUNTEER CO- ORDINATOR		<input checked="" type="checkbox"/>			
H&S OFFICER					
PARTNER LIAISON OFFICER					
ASSISTANT COACH (16+)	MIN SILVER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COACHING AWARD	
COACHES (17+)	MIN GOLD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COACHING AWARD	
JUDGE (14+)	MIN BRONZE			JUDGING AWARD	
WELFARE OFFICER	MIN BRONZE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
CLUB HELPER (SUPERVISED) E.G. CLERICAL, REFRESHMENTS					

The table shows the minimum requirements for each member of the workforce. Please ensure that you have checked the requirements based on individual job roles. Note that a DBS is required for any person that will have regular unsupervised access to children or vulnerable adults.



## REGIONAL & NATIONAL ORGANISATIONS

The following Regional and National Organisations may be able to offer support to you & your club. Many of them have mailing lists you can sign up for. Some London boroughs also have Sports Councils or Development Teams; getting in contact with your local team could be a very useful source of information.



<https://londonsport.org>

**London Sport** is the county sports partnership for London, bringing together the sporting network across London including schools, Governing Bodies of Sport, leisure centres, coaches, clubs and many more organisations. Their vision is to make London the most physically active City in the world & have 5 objectives to help achieve their vision for London:

- Make it easier for Londoners to find the right activity for them, remain in it, and achieve their potential
- Get more resources by making best use of current investment and securing more
- Support grassroots organisations by making structures simpler and more effective
- Create a bigger, better workforce to support activity
- Harness the power of elite sport to create sustained grassroots activity and inspire the next generation of talent

London Sport offers a range of services including funding advice, workforce support through bursaries and resources and distribution of funding through different programmes.



**London Sport Coaching** [www.londonsportcoaching.org](http://www.londonsportcoaching.org)

London Sport Coaching provides information for coaches about jobs, courses, development opportunities, bursaries for clubs & individuals and offers opportunities & advice on volunteering.



**Sport England** <https://www.sportengland.org>

Sport England is committed to helping people & communities across the country create sporting habits for life. This means investing in organisations/projects that will get more people playing sport & creating opportunities for people to excel.



**Sport England Club Matters**

<http://www.sportenglandclubmatters.com>

Club Matters is Sport England's one stop shop for sports clubs. Club Matters provides free, convenient, practical resources to help you develop & run a sustainable club. Course & online modules include mentoring, finance, business planning & more.



**Sports Coach UK** <https://www.sportscoachuk.org>

They are the UK's technical agency for coaching, to promote for the public benefit the education of sports coaches, youth & community sports leaders, physical education teachers & other people engaged in the teaching and encouragement of sporting skills in the fields of physiology, biomechanics, psychology, sociology, philosophy and other sports-related subjects. Many of their services are provided free of charge. Others, such as the wide range of workshops they run, are heavily subsidised.



**Sports Leaders** <http://www.sportsleaders.org>

Sports Leaders UK awards and qualifications equip young people with employability skills for life improving motivation, self-esteem, communication, team work and confidence. Leadership volunteering is a vital part of all their courses allowing young people to practice and build their skills in order to 'Give More. Become More.' to improve employability.



## **Sport and Recreation Alliance**

<http://www.sportandrecreation.org.uk>

The National Governing Bodies(NGB's) of sport and recreation are all members of the Sport and Recreation Alliance (SRA).

The NGBs run their sport or activity, promote participation and set the rules and conditions under which it takes place. The job of the SRA is to make this as easy as possible for the NGB's, promoting the interests of sport.

They also campaign on issues affecting NGB's.

## LONDON GYMNASTICS DISCIPLINES

Each Technical Committee has produced their own handbook setting out the opportunities in their discipline. London Gymnastics welcomes all clubs to enter any competitions where they have coaches of the appropriate level for that discipline. All event dates can be found on our website.

For further details on any aspect of the handbook please contact the relevant TC Chair. All disciplines (except for GfA) have a Regional, National and International Framework. In London each TC runs a development programme alongside these programmes to allow more opportunity for all.

**Acrobatic Gymnastics** (Acro) is a fusion of complex acrobatic skills and choreography performed in partnership to music on a sprung floor. Disciplines include: Men's Pairs, Women's Pairs, Trio's and Men's fours.

**Men's Artistic Gymnastics** (MAG) requires all round fitness. Routines are performed on six pieces of apparatus; floor, pommel horse rings, vault, parallel bars and high bar.

**Rhythmic Gymnastics** (RHY) combines grace, coordination, agility and artistry. It is performed to music with hand apparatus; rope, ball, hoop, clubs or ribbon.

**Gymnastics for All** (GfA) offers a varied range of gymnastic activities suitable for all age groups, both male and female, with and without apparatus. LG runs an extensive competition programme with nine levels and a range of age groups.

**Trampoline Gymnasts (TRA)** perform multiple somersaults and twists. Disciplines include: individual, synchronised and double mini-tramp.

**Tumbling Gymnastics (TUM)** requires dynamic reactions, spatial awareness, coordination, power, strength and courage. It is performed along a 25 metre sprung track.

**Women' Artistic Gymnastics (WAG)** requires body control, awareness, suppleness, stamina, coordination, amplitude and courage. Routines are performed on four pieces of apparatus, vault, bars, beam and floor.

**Disability Gymnastics (DIS)** involves adapting skills to ensure that people with a physical or sensory disability may participate. Gymnasts may be taught within a mainstream programme or in a discreet group. Depending on the impairment many gymnasts and coaches may elect to participate in Discipline specific competitions. London also runs disability specific events.

We currently do not have TC's for Teamgym or Aerobics within London but we do have clubs that compete in those disciplines.

**Aerobic Gymnastics (AER)** is a dynamic discipline for males and females performing on a sprung wooden floor to music.

**Team Gymnastics** is a competitive programme for women, men and mixed teams comprising of 6-12 members. Skills are performed on Floor, Trampoline and Track.

## As a London Gymnastics Gymnast I will

- Stay with my coach at competitions / events
- Be proud to represent my club and demonstrate excellent behaviour at all times
- Demonstrate good sportsmanship and support for other gymnasts
- Encourage and support my fellow team members.
- Only leave the arena with the knowledge and agreement of my coach and a competition official
- Sit in the designated seating area
- Stay for the whole competition including the presentations
- Wear the correct gymnastics clothing during the event including presentation
- Remove all my jewellery when competing or performing at an event
- Not use mobile phones or any electronic device in the arena during the event

Failure to comply with the London Gymnastics standards of conduct could lead to suspension from the region.



## As a London Gymnastics Coach I will

- Supervise my Club Gymnasts for the duration of any event
- Hold valid qualifications to the level of the participant's performance
- Ensure my conduct does not bring the reputation of my club into disrepute
- Support fair play, never condoning rule violations
- Encourage gymnasts to value performance and not just results
- Demonstrate respect for other Clubs, Coaches & Gymnasts
- Accept the decisions made by officials with good grace
- Wear appropriate gymnastics attire during the event
- Not use mobile phones or any electronic device in the arena during the event

Failure to comply with the London Gymnastics standards of conduct could lead to suspension from the region.

## As a London Gymnastics Judge I will

- Hold valid qualifications to the level of the performers being judged and wear correct judging attire
- Ensure my conduct does not bring the reputation of my club, or the Region into disrepute
- Support fair play, never condoning rule violations
- Encourage gymnasts and coaches to value performance and not just results
- Demonstrate respect for other Clubs, Coaches & Gymnasts
- Accept the decisions made by officials with good grace
- Ensure I arrive promptly for any judges meeting and remain at the venue until dismissed from my judging duties
- Not use mobile phones or any electronic device in the arena during the event
- Conform to BG, UEG or FIG regulations, codes of conduct for judges or standards of judging best practice.
- Not discuss the performance of a gymnast during an event within earshot of any coach, gymnast or member of the public.

Failure to comply with the London Gymnastics standards of conduct could lead to suspension from the region.

## As a London Gymnastics Official I will

- Ensure my conduct does not bring the reputation of my club, or the Region into disrepute
- Support fair play, never condoning rule violations
- Encourage gymnasts and coaches to value performance and not just results
- Demonstrate respect for other Clubs, Coaches & Gymnasts
- Deal with any queries / complaints (or pass them on to the relevant party) in a timely and professional manner
- Not discuss the performance of a gymnast during an event within earshot of any coach, gymnast or member of the public.

Failure to comply with the London Gymnastics standards of conduct could lead to suspension from the region.

# REGULATIONS FOR LG COMPETITIONS AND EVENTS

## **Club Responsibility** - Clubs are responsible for:

- Event entry will be online online via BG Club Gymnet and must be paid for via BG Gymnet using a credit or debit card
- No entries will be allowed after the closing date
- No refunds will be made after the closing date
- Clubs entering the event are BG registered and LG affiliated (except for National / International Events)
- Gymnasts are members of BG to the correct level of membership for the event
- Gymnasts must be at least 7 years in the year of competition. E.g. in 2017 the minimum age for competition are born in 2010.
- Coaches are paid members of BG to the correct level of membership, with current DBS & SPC at the time of entry up to and including the date of the event.
- Coaches have the relevant qualification to the level of skills being performed. Clubs will include correct number of qualified judges or pay the stated judging levy (you will have to contact the event organiser to ask for this to be added prior to submitting the entry)
- Judges are paid members of BG to the correct level of membership, at the time of entry up to and including the date of the event.
- Failure to supply the correct number of judges on the day will result in an invoice being provided to the club after the competition
- Clubs must inform parents / carers of necessary event information from the workplan including timings, cost of tickets, venues etc

## **Technical Committee Responsibility** - TC's are responsible for:

- A named welfare officer from the TC will be available and present for the duration of the event
- Only LG / BG branding will be used at the Event
- Only merchandise from the approved LG list will be sold at the Event
- All information is communicated to LG members before the event using the London Gymnastics Workplan via the Event Page Record
- The LG Marketing & Communication policy directives are followed
- All monies are passed through the TC accounts

### **Club Entry to LG Events**

Where a club applies a 'mark-up' to a LG event entry fee, said 'mark-up' should be transparent to the parents, who should be informed of the exact cost of the LG entry with any additional cost the club is choosing to add being shown separately.

Additional Assisting Coaches (Level 1) may be accredited, at the discretion of the Organiser, to be present in the competition arena to assist with the pastoral care of the gymnasts. Assisting coaches may not coach the gymnasts unless they fulfil the requirement of holding a recognised qualification suitable to the level of skills being performed.

### **Photography/Video/ Mobiles**

It is essential that Clubs make parents / guardians of gymnasts aware of these rules before attending competitions. Nominated coaches must not take photos or videos, whilst in the arena. Coaches who are spectators are covered by the same rulings as parents/guardians.

## Drugs Testing

Under the Regulations of FIG, all British Gymnastics organised events are notified to UK Anti-Doping, [UKAD]. Gymnasts and coaches should be aware that testing may take place at competitions, deemed to be testing 'in competition' and potentially at National Squad trainings, deemed to be 'out of competition'. In principle gymnasts under 16 years may be tested in particular circumstances. Gymnasts competing in disciplines with an Age Group Competition; Acrobatic, Aerobics, DMT, Trampoline and Tumbling, may be tested within any of the age group categories.

Testing may take place at any event

The gymnast is held accountable if a prohibited substance is found, whether intentional or unintentional.

If a gymnast is taking medication, it should be checked on a regular basis and declared.

Medications should be checked on the website

<http://www.globaldro.com/>

Informed Sport is an official website that provides information: <http://www.informed-sport.com/about-informed-sport>

For further information visit: [www.british-gymnastics.org](http://www.british-gymnastics.org)  
Technical information & judges / Sports Science and Medicine  
/ Anti- Doping Policy



- By entering a LG Event, there is an acceptance that the participant may be photographed and the photographs may be published by LG
- Images / Videos may only be taken and used in accordance with the BG Child Protection Policy.
- Images / Videos may only be taken of gymnasts from your club
- Images recorded shall be used only for personal purposes, they may not be used, distributed or copied for commercial purposes.
- Flash may not be used at any time when gymnasts are warming up or competing. They may be used during presentation if no gymnasts are performing
- The Event Organiser or Event Welfare Officer may at any time in his or her absolute discretion, direct that photos shall not be taken
- Where an official believes that a person taking or assisting in the taking of photos/videos is in breach of these conditions they may require that person to leave the venue & can ask for the images / videos to be deleted

### **Judging Inquiries**

- Coaches must not approach the judges, clubs will be made aware of who from the TC is responsible for accepting appeals
- Inquiries are only permitted in accordance with FIG regulations, each TC will publish their appeals procedure within the workplan
- Only nominated coaches may submit a written request for inquiry, for their own gymnasts
- The inquiry decision of the Appeals Panel is final.