



# **Schools Regional Organisers Support Pack**



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## Introduction

This pack has been designed to give practical advice to those who will be organising and running the Schools Gymnastics Floor and Vault Heats in each Local Authority area. You will find information on your key roles and responsibilities during the planning, organising and delivery which will contribute towards the success of the competition.

Scottish Gymnastics wish to increase the number of Local Authorities running Schools floor and vault heats which will therefore increase the number of children accessing gymnastics through their school.

With your help as Regional Competition Organiser we will continue to promote the sport and in turn facilitate schools in providing all pupils the pathway to develop basic gymnastics skills, with a view to progressing these movement skills throughout their primary and secondary years. The structure of the schools Floor & Vault competition is such that all pupils have the opportunity to compete at their own skill level. We hope that you will support all levels of the Floor & Vault competition, Pre-level 1 to level 4. Pre-level 1, aimed at pupils in primary 1-3, is the first step on the Scottish Schools competition ladder and we hope this will encourage and enable gymnasts to progress up through the skill levels as they move through their school years. At the opposite end of the scale we have Level 4, which introduces the complexity of performing a choreographed floor routine on a 12m<sup>2</sup> floor area.

## Getting Started

Hosting a floor and vault competition in your area is a great way to give children an opportunity to take part in a competitive environment that should be friendly and stress free and allows for achievement at any level. Children will also be able to take on a role which is more than just as competitor for example being a score runner or helping with the set-up.

## Planning and Organising your Regional Heat

### Setting a date & Venue

When setting a competition date, it is important to discuss the hire time and equipment set-up with the manager of the facility. Facilities often have tight schedules and have rigging and de-rigging specifications for gymnastics. It is best to create a floor plan so that whoever sets out the equipment knows exactly where it should be.

Things to discuss with the venue include floor plans, access times, any support staff, rigging/de-rigging, clear-up, spectator numbers, ticket availability. Once you have selected an appropriate date and venue for your regional heat you should submit a heat application to Scottish Gymnastics.

Please see appendix 2 for an example check list to help organise your regional heat.

### Organising Committee

The more people you have on board within the organising group the easier the event will run. It is important to have a committee that will support the development of each area of the event, allowing roles and tasks to be delegated to specific people.

Within the organising committee it will be necessary to allocate the following roles to ensure that it is run efficiently with everyone being aware of their responsibilities. Within your organising committee it is important to share out tasks equally to ensure that you work as an efficient team. Generally, parents and families are a good source for recruiting volunteers but older gymnasts can also help out in appropriate situations. Roles within your committee and competition to think about are: score runners, ticket sales, floor manager, equipment set up/de-rig, scorer, announcer, presenter.

Suggested areas to reach out to

- local voluntary groups
- colleagues/senior pupils
- young ambassadors

### Competition Equipment

A basic schools gymnastics competition requires floor mats (min 12mx2m), an A or Section box vault, a springboard and safety landing mats, a PA system may be required. It is important to ensure that all equipment provided for a competition is in good working order and has had regular safety checks. Competition organisers should let teams know what they can expect to find from the equipment i.e. whether the floor area will be a strip of mats or full floor area and the heights of the vault for each level of competition.

### Competition Rules

Competition rules for each level of the competition are available in the Scottish Schools Gymnastics Handbook. Schools receive the handbook when they register to affiliate and pay their membership with Scottish Gymnastics. Level 4 girls gymnasts must provide music for their routine. Setting a music deadline and ensuring the coach brings along a CD as a back up on the day is always helpful.



## Schools Affiliation

All Schools participating in the Scottish Schools Gymnastics Programme require to be affiliated. This is currently an Annual Fee of £25 (membership year 2018-2019). An affiliation form can be found on our website, [www.scottishgymnastics.org](http://www.scottishgymnastics.org). As a regional organiser it is your duty to ensure that all schools participating in your heat are registered. This can be checked with the Scottish Gymnastics. Benefits to joining Scottish Gymnastics can be found here: <https://www.scottishgymnastics.org/clubs/membership-school-membership>

## Judges

Judges are required to have an appropriate judging qualification if they will be judging at a schools heat. If you have people within your school who would like to become a judge please get in touch and we can look into arranging a course. If you are struggling for judges please let Scottish Gymnastics know and we can look to helping source judges. A lot of judges also work full time and so weekend competitions can be better. Judges should judge all the gymnasts in the same level i.e. Judge A judges all floor PL1, Judge 2 Judges all vault PL1, Judge C judges all floor PL2, Judge D judges all vault PL2. Judging slip examples can be provided by Scottish Gymnastics.

## Coaches

Schools teams and individual gymnasts must be led by an appropriately qualified person(s). The person in charge of the gymnasts must be qualified for the skills the gymnasts are performing. Qualified for the skills means they have been taught, assessed and signed off on the skills being performed either on a gymnastics specific coaching course or during teacher training. Schools can approach clubs in the area to ask for help however the coach must have given written consent to say they take responsibility for the skills the gymnasts will be performing. Coaches will need to know the timings of the events, the set up and where their gymnasts need to go. Holding a coaches meeting is a good way to ensure everyone knows where they should be and when during the competition.

It is courtesy to provide a map of the venue location along with any local travel advice for example parking and public transport that may be useful to them. It is worth informing teams beforehand about when results will be accessible. Teams will also need to ensure that their participants are supervised at all times and this should also be stated within the competition literature.

## After the event

As Regional Organiser you are required to send Scottish Gymnastics all the information from your event. Please fill in and return post event competition info and a copy of the results. We will post the results on our website and use the information from the post event form for the Schools Championships. The top 2 schools from levels PreL1 – L3 from each region can qualify to compete at the Schools Championships. A template excel score sheet is provided by Scottish Gymnastics. It is recommended to have excel score sheet and manual score sheet to cross reference and identify any mistakes.

## Responsibilities as Regional Organiser

As regional organiser you will be responsible for running a regional heat from start to finish. At any point you can contact the Scottish Gymnastic office for support but ultimately the decisions and organisation is down to the organiser.

- Planning and running the heat.
- Communicating information with schools
- Communicating with judges and volunteers
- Communicating entries and post information with Scottish Gymnastics

## GDPR

Due to the new data protection regulations please ensure all the gymnasts who are entering your regional heat are aware their names, schools and scores will be posted on the Scottish Gymnastics website. If you have gymnasts who do not want this information published please ensure the regional organiser, competition organiser and Scottish Gymnastics are aware.

## Contact Us

If at any point when you are planning your regional heat please send any questions you have to [events@scottishgymnastics.org](mailto:events@scottishgymnastics.org).

If you have teacher/parents who would like to judge and you would like a judging course in your area email [coacheducation@scottishgymnastics.org](mailto:coacheducation@scottishgymnastics.org) and they can work with you to organise a course.

(appendix 2)



**Checklist:**

Required	Points to Consider	Book By	Date Booked
Venue	Size, power supply, PA system, Equipment available	At least 4 months prior to event	
Equipment	Floor mats, strips or 12x12, spring boards, vaults, tables, seating, landing/safety mats	At least 4 months prior to event	
Send floor plan to venue	Agree set up and de-rig.	Send asap	
Send entered schools to Scottish Gymnastics	Scottish Gymnastics need to check to ensure all the schools who have entered are registered as members. If they are not we will let you know.	Send after the entry deadline	
Send Scottish Gymnastics Event Permit	Ensure you have made the entries closing date enough in advance for you to organise the day. Order medals which you require using the heat application form.	Send to Scottish Gymnastics to ensure details of your event are out asap	
Catering	Any refreshments for volunteers/judges	As soon as you know numbers	
First aid	Ensure you have a first aider attending	Look to book as soon as venue and dates are confirmed	
Announcer	A parent, teacher, older pupils who is confident to announce the gymnasts, rotations and presentations		
Scorer	A parent, teacher, older pupils who is confident using an excel spreadsheet or manual scoring. Example score sheet supplied by Scottish Gymnastics.		
Floor Manager	A parent, teacher, older pupils, gymnasts who are confident with running the floor and keeping the event flowing.		
Judges	Must be qualified to judge. Scottish Gymnastics can help to source judges.		
Score Runners	Gymnasts/pupils to collect scores from the judges and pass to the scorer		
Music	Gymnasts/pupils to play music if required for march on. L4 gymnast's girls will require floor music		
Programme created and sent to schools	Ensure all gymnasts who are competing in the same level on floor and vault are judged by the same judge.		Send out 3/2 weeks prior to event. Allow for amendments
Competition Rules	Ensure all your entered schools & judges are aware of the rules (only schools who have affiliated can receive the rules)	Schools can get these from Scottish Gymnastics	
Stationary	Blue tack, signs for judge's tables, programmes, pens, judging slips (can be provided by SG), extension cable,		
After event	Send scores and information sheet to Scottish Gymnastics	ASAP after the event	

(appendix 3)

## Help Sheet

### Equipment needed:

#### Pre-Level 1

Floor – 2m wide and 6m long  
Vault  
Springboard  
Bench  
Box Vault  
Landing area

#### Level 1 to 3

Floor - 2m wide and 12m long  
Vault  
Springboard  
1m Box vault (Primary)  
1m25cm Box vault (Secondary)  
Landing area

#### Level 4 *(can only qualify at Level 4 qualifier event not regional heats however you can hold a regional practice competition)*

Floor 12 x 12m un-sprung  
Vault  
Springboard  
1m Box vault (Primary)  
1m25cm Box vault (Secondary)  
Landing area

### Judges:

The same judge/s need to judge the same category, i.e. Primary Level 2 Floor.

Expenses that will be paid to your judges should be agreed in advance.

If your event's income and expenses are going through SG our policy states 45p per mile. We must receive a completed volunteer expenses form from the judge for this to be paid, which must have an authorising signature from the Regional Organiser.

Struggling to arrange judges – email [events@scottishgymnastics.org](mailto:events@scottishgymnastics.org) with the times, date/s and location of your event and we can email this out to judges. We would advise you hold your event at the weekend as currently we have very few judges available throughout the week.

### Resources available from Scottish Gymnastics:

Scoresheet  
Scottish Gymnastics Schools Handbook  
Judging slips  
Judging Score sheets, skills & deductions by apparatus