



Team Information Pack



Sunday 21 April 2013

Redbridge Sport & Leisure
The Jean Brown Indoor Arena
Forest Road, Barkingside, IG6 3HD



This information pack includes all the information necessary to support you to attend the GymFusion London event. Any details that need confirming nearer the time will be sent directly to you via email, after the closing date for entries.

CONTENTS

1. **GYMFUSION LONDON** **Page 3**
 - 1.1 Date
 - 1.2 Venue
 - 1.3 Theme
 - 1.4 Main Points of Contact

2. **PRE-EVENT INFORMATION** **Pages 4 + 5**
 - 2.1 Entry Details
 - 2.2 Participants
 - 2.3 Membership & Insurance
 - 2.4 Coaches
 - 2.5 Transport and Travel
 - 2.6 Spectator Tickets
 - 2.7 Accommodation

3. **GYMFUSION PERFORMANCE INFORMATION** **Page 6**
 - 3.1 Venue Details
 - 3.2 Performance Time
 - 3.3 Music
 - 3.4 Equipment
 - 3.5 Warm Up

4. **GYMFUSION EVENT INFORMATION** **Pages 7**
 - 4.1 Accreditation
 - 4.2 Dress Code
 - 4.3 Etiquette
 - 4.4 Photography
 - 4.5 Medical & Welfare

APPENDICES

1. Location map for Redbridge Sport & Leisure Centre
2. Schools Teams initial registration form.



3. GYMFUSION LONDON

1.1 Date:

Sunday 21 April 2013

1.2 Venue:

Redbridge Sport & Leisure
Jean Brown Indoor Arena
Forest Road,
Barkingside
IG6 3HD

Please note there is free car parking available at the venue and a location map is attached at Appendix 1

1.3 Theme:

The theme for GymFusion London 2013 is '**London**'.
The setting of the event will run along this theme, however your performance **does not have to** reflect this.

1.4 Main Points of Contact

For Gymnastics Clubs registered with British Gymnastics

Tracey Griffiths Registration Secretary, London Festival of Gymnastics
tgriffiths74@gmail.com
☎ 07801 355370

For Schools interested in registering for the event

Claire Ongley Club Development Coordinator – South London
Claire.ongley@british-gymnastics.org
☎ 07584 515027

For online registration questions

Claire Ongley Club Development Coordinator – South London
Claire.ongley@british-gymnastics.org
☎ 07584 515027



2. PRE-EVENT INFORMATION

All the information outlined below will support you with making arrangements pre-event.

2.1 Entries

Registration fee **£30.00 per club**
Entry fee **£10.00 per gymnast.**

All entries must be made online through GymNet. If your club already renews its membership online then the club secretary will already have a user name and password to access GymNet. The secretary can also select a nominated person from the club to have access to the clubs GymNet to allow another person from the club to complete the online entry form for GymFusion London.

If you don't have a GymNet username or password for your club please contact British Gymnastics membership department on 08451297129 ext 2395 or membership@british-gymnastics.org

A Simple Guide to Registering Online for GymFusion London is available on the British Gymnastics website www.british-gymnastic.org

Full entries must be complete by Sunday 17 March 2013.

The number of performance slots available is limited and will be allocated on a first come first served basis.

Schools wishing to take part will not enter through GymNet and should contact Claire Ongley to discuss an alternative way to enter their team.

2.2 Participants

There is no minimum or maximum number of gymnasts that can perform within the team, subject to safety and coach ratio.

Only participants entered through the online entry system will be allowed to perform on the day.

Any schools wishing to take part should contact **Claire Ongley**, on 07584 515027 and at claire.ongley@british-gymnastics.org to discuss BG membership / insurance requirements. The initial Schools Registration Form is attached as Appendix 2

2.3 Membership & Insurance

All participants must be at least Bronze members of British Gymnastics throughout training and at the time of the event. All participants must bring their BG membership card as proof of membership.

Gymnasts on the block booking scheme are not eligible to take part.

Participants can hold temporary BG membership but this must be in place when the team entry is made and must last until the day of the event

All Gymnasts taking part need to be BG members and should be accompanied and accounted for at all times by BG coaches/Club Officials.



Any schools wishing to take part should contact **Claire Ongley**, on 07584 515027 and at claire.ongley@british-gymnastics.org to discuss BG membership / insurance requirements. The initial Schools Registration Form is attached as Appendix 2

2.4 Coaches

All coaches must be members of British Gymnastics and hold a coaching qualification at Level 2 as a minimum. We have allocated space for 2 coaches per team however we understand that this must meet the needs of the performers and also the coach to gymnast ratio. If you wish to bring more than 2 coaches, please contact Tracey Griffiths.

The coach attending the event must be qualified in the discipline that the gymnasts will be performing in and must be qualified to coach the skills being performed. (The skill must be in the coaching syllabus of their qualification)

Coaches will also be required to bring their BG membership card as proof of membership.

2.5 Transport and Travel

Please see attached map at Appendix 1 for directions. The Sports Centre is next to Fairlop Tube Station on the Central Line.

2.6 Spectator Tickets

Tickets will only be sold on the door on the day of the event.

Tickets will cost £5.00 per person with children under 2 years of age admitted free of charge provided they share a seat with an adult.

Payment is cash only we regret that credit and debit cards cannot be accepted.

2.7 Accommodation

If you are planning on an overnight stay, please ensure all the correct procedures are in place according to the BG policy and that the BG Overnight Stay form is completed and returned to British Gymnastics

The form can be found at www.british-gymnastics.org under events and travel.



3. GYMFUSION PERFORMANCE

3.1 Venue

The venue holds 500 spectators and spectators will be seated on tiered seating in front of the performance floor

Gymnast seating will be on either side of the sprung floor.

There is a warm up hall that will allow space for pulse raising activity and stretching and there is also a smaller non-sprung floor area for a routine run through without music.

There is an onsite cafe and the centre requests that if you are providing your own food it is not eaten in the cafe and that MacDonald's and similar 'fast foods' are not consumed on the premises.

The centre can provide packed lunches if required please contact?

3.2 Performance Time

Performance slots [routines] are up to 6 minutes clear floor to clear floor.

3.3 Music

The organisers will require **2 copies of music on different CD's** that are clearly labelled by Sunday 24 March 2013 at the latest. Please post to:

**Tracey Griffiths
GymFusion Registration
8 Crayford Way,
Crayford,
Kent
DA1 4LQ**

This music will be checked and uploaded onto the show computer, please ensure that the copy is a good clean copy. Backing music will be played for you to march to position, then the music will stop and you performance/routine specific music will play.

Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible by using the following search tool:

www.ppluk.com > Music Users > Audio Repertoire Search

3.4 Equipment

The apparatus provided in the performance venue will be a full sized sprung floor.

If the team requires any further apparatus it would be the responsibility of the team to transport this equipment and to carry out a full equipment check and risk assessment. We can only insure British Gymnastics approved equipment so if you are unsure that the apparatus you wish to bring may not meet these criteria please contact Claire Ongley

Lighting and Sound systems will be in place to ensure the performances are brought together to create a 'show'.



3.5 Warm-up

All teams will be chaperoned to the warm up hall prior to their performance time.
A specific warm up time is allocated to each team and this will be advised on arrival at the centre.
Please note that there is no music in the warm-up area this year.



4. GYMFUSION EVENT INFORMATION

All information outlined below will give you a brief explanation of the on-the-day arrangements. Further information and timings will be e-mailed to you once all entries have been received and the deadline has passed.

4.1 Accreditation

All Gymnasts must register on arrival with their BG Membership Card to allow them access on to the appropriate warm up and performance areas

All designated coaches must also register using their BG membership card as identification.

4.2 Dress Code

We encourage teams to be creative with their outfits as this adds to the performance. However coaches and gymnasts are requested to consider safety when designing the costumes and to remove all jewellery. Any makeup or face/body paint should be fixed to protect the sprung floor.

3.3 Etiquette

The members of your team are asked to behave responsibly and respect the facility and equipment at all times. The coaches will be responsible for their teams actions.

4.4 Photography

All coaches, participants and spectators must give their permission to be photographed/filmed please notify Claire Ongley if this causes any problems for any members of your team.

Professional photographers will attend the event to provide photographs printed on the day. They will have been fully CRB checked and are expert in the photography of gymnastics events. Their images will be available to buy on the day and order on line after the event.

Please remember if taking photographs that no flash photography is allowed at time during performances or warm-up.

4.5 Medical & Welfare

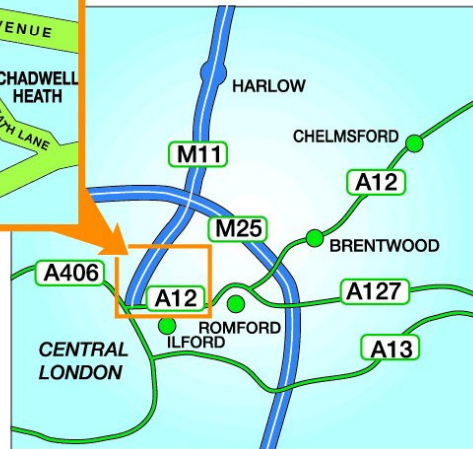
Basic First Aid provision will be provided at the event by the centre staff however teams must have medical and emergency contact details for all participants and will be directly responsible for their well-being.

A trained Welfare Officer will be present at all times during the event.



From the M11: At the end of the M11, take the left hand fork towards The City and A12. Take the first exit and at the roundabout at the end of the slip road take the first exit onto Redbridge Lane East. Go across several mini roundabouts and, when coming to a large one, go straight over into Longwood Gardens. Continue along Longwood Gardens (over some more mini roundabouts!) until you get to another slightly larger one. Turn right at this roundabout into Fremantle Road.

At the traffic lights, turn left into Barkingside High Street. Carry on down until you reach the main roundabout. Take the third exit into Forest Road. The Centre is about 100 yards up on the left hand side just before the railway bridge.



From the North Circular Eastbound: Take the A1400 exit off the North Circular (just before the M11). At the roundabout take the 2nd exit towards Southend and the A127. Go over a set of pedestrian lights and at the next set of lights take the left hand turn into Clayhall Avenue. Go straight up Clayhall and at the roundabout go straight over (effectively the first exit.) At the traffic lights turn left into Barkingside High Street. At the next roundabout take the third exit into Forest Road.

By Underground: We are located next to Fairlop Tube Station on the Central Line.

On arrival at the Centre follow the road below PAST the first sports centre (red van pictured in photograph) The venue is the silver building bottom right.

Ample FREE parking is available.

**Redbridge Sport & Leisure
Jean Brown Indoor Arena
Forest Road,
Barkingside
IG6 3HD**



GYMFUSION LONDON ~ SUNDAY 21 APRIL 2013

Schools Registration Form



Team Manager Name:

School name:

School address:

Email address:

Contact telephone:

Preferred morning or afternoon performance slot:

Approximate number of participants within your team:

Registration cost: £30 per team. The cost is payable by cheque to British Gymnastics. Please clearly mark the school name and the name and date of the event on the back of the cheque. Please send to the name and address below.

Booking will only be confirmed upon receipt of this payment.

Individual members of the team will be charged 10.00 per person. Individual team members can be entered until 17 March 2013. A separate booking form will be sent to you for this purpose.

By registering to take part, teams are agreeing to abide by British Gymnastics rules and regulations and the guidelines laid out in the GymFusion London Team Information Pack.

Please return this registration form and payment to:

Bette Higgs
GfA Administrator
British Gymnastics
Ford Hall
Lilleshall National Sport Centre
Newport
Shropshire
TF10 9NB

gymfusion@british-gymnastics.org