



GYMFUSION

Work Plan

Gymnastics for All

GymFusion London 2019

Copper Box Arena

Queen Elizabeth Olympic Park

Stratford

London

E20 3HB

11th May 2019

Version 2

British
Gymnastics
More than a sport



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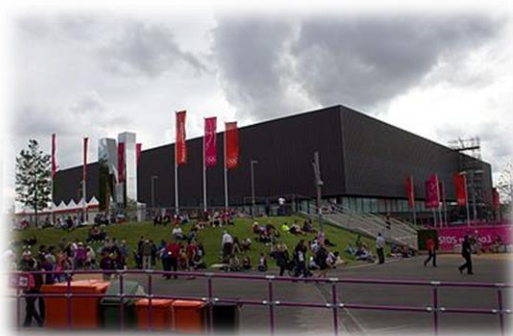
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Venue

Copper Box Arena
Queen Elizabeth Olympic Park
Stratford
London
E20 3HB



Travel, Transport and Parking

The Copper Box Arena is based in the Queen Elizabeth Olympic Park. The nearest over ground is Hackney Wick (5minutes walk), and the nearest underground is Stratford (15mintues walk). There is limited parking at the venue, however Westfields Shopping centre is a 10 minutes walk. Please email danielle.crowe@british-gymnastics.org if you are arriving by coach to ensure we are aware and can coordinate coach arrivals with the venue.

For more on getting to the venue and parking, please follow this [link](#) to find further information.

Venue Facilities

Inside the Copper box Arena there's small range of different outlets serving both hot and cold food and drinks.

Schedule Overview

The venue doors will open shortly prior to the team registration time (indicated below). Registration will be within the “reception” area on level zero as you enter the building.

	Team registration	Coaches Briefing	Spectator Doors (to seating)	Show Starts	Show Finishes
Show One	9:30am	10:00am	10:30am	11:00am	1:40pm
Show Two	2:30pm	3:00pm	3:30pm	4:00pm	6:40 pm

Please see [Appendix One](#) for the full timetables for all shows (please note – this timetable is currently a guide and is subject to change). One of our event staff will chaperone participating teams from the warm up area to the side of the stage. Please ensure that your teams arrive at the warm up hall in good time for your warm up to begin. During the coaches briefing information will be distributed on all locations and other relevant information about the flow of the event.

Registration

The Team Entrance for Registration will be on Level zero (signed as “Reception” at the ground floor entrance). Please see [Appendix Three](#) for detailed location. Please note Team Managers and Coaches should arrange a suitable meeting point with gymnasts and parents/guardians at the provided meeting points external to the building. Team managers/coaches are required to register their team once all participants are in attendance (individual participants and parents/guardians need not approach the registration desk). Once teams have registered, they will be chaperoned back stage. No spectators or members of the public will be allowed past the registration desk into the backstage areas. If you are running late or stuck in traffic please call or text Danielle to make us aware of your situation, 07739 512206.

Coaches Briefing

A coaches briefing will be conducted in the main auditorium this will be at, 10:00am for Show One and 3:00pm Show Two. Each team is required to nominate one coach to attend. This briefing will last approximately 15 minutes and will include all relevant information on housekeeping, timetable, flow, orientation specific to the venue and show.



Gymnast Seating

Participant seating will be at the back of the arena on Level 2 in seating blocks 207 & 208. (Please see [Appendix Three](#).) Depending on which half of the show you are in please make use of this seating to help with the general flow of people “backstage”. This seating is only available for the show the team are performing in. Gymnasts will not have to pay any additional price for spectating as this is included as part of their entrance fee. If you would like to watch the show that your team is not performing in; Gymnasts and coaches must pay for a spectator ticket.

Changing Facilities

Changing is available within close proximity to the warm up hall, these are Male and Female dressing rooms and are not allocated to the specific teams. Please be advised that dressing rooms will not be locked or secure; Subsequently we recommend that you do not leave anything valuable unattended at any point during the event.

There are limited changing facilities available; Please ensure gymnasts arrive as ready as possible as this will alleviate waiting times.

Once teams have finished participating in the show, their belongings should be cleared quickly, and the area left in a clean and tidy manner for other teams to use straight away and the team proceed to sit in the gymnast seating.

Volunteers

For each GymFusion event we require a number of volunteers to assist in various roles including the chaperoning of teams, distribution of programmes and help at registration. If you have any club members / young leaders that would like to help at this event, please get in touch with Chiara Querci via volunteer@british-gymnastics.org no later than the 26th of April. This is a great opportunity for gymnasts and young leaders (as part of a club leadership academy) to help at a British Gymnastics national event.

Photography

By entering/ attending this British Gymnastics event all coaches, participants and spectators consent to being filmed/ photographed at the event in line with the [British Gymnastics Photography Policy](#). By attending the event all spectators consent to be photographed/filmed. A DE photographer will be in attendance at the event and provide photographs of performances and a team photograph of performing groups. These will be available for purchase on the day of the event and subsequently displayed in an online gallery by DE photography. The password to gain access will be made available on site during the event. Photography by spectators is permitted, but NO FLASH is to be used. Please notify Danielle Crowe danielle.crowe@british-gymnastics.org if a member of your team would prefer not to be photographed.

Performance Equipment

The performance area is a 12m (width) x 12m (depth) tribond mat floor. See appendix 2 for a depiction. The only other equipment that will be provided are 2 safety landing modules.

If your team requires further equipment; It is the responsibility of the team to transport this equipment and carry out all appropriate equipment checks, risk assessments and complete method statements. Only British Gymnastics approved equipment is to be used at this event. Any equipment requirements, or if you are bringing any of your own equipment, this needs to be indicated using your Team Sheet prior to the deadline date. Those bringing equipment will be contacted closer to the event to arrange drop off/collection of equipment at appropriate times.

Only teams that are bringing their own equipment need to provide copies of their risk assessments and method statements specific to the equipment being used. A Method statement is required for all teams bringing equipment, detailing how they plan to position and make use of their equipment. If you are unsure if you need to complete this, please contact [Danielle](#). A template risk assessment and method statement example document can be found at the rear of this document (an editable template is available upon request).

Warm up Equipment

A 12m width x 12m depth tribond mat floor will be provided in the warm up hall. Accessing your equipment may not be possible for warm up as it may already be positioned in the auditorium ready to bring on for your performance. There will be no provision to practice with music in the warm up hall. There will be a system available within the warm up hall to check your team’s performance music. Please bring a USB with an MP3 copy of your music on as backup. Drinking water to refill bottles will be available within the warm up hall, please ensure participants bring a clear plastic water bottle to save using plastics cups.



Health and Safety

It is the team manager or supervising coach's responsibility to assess the risks of taking the gymnasts out of the usual British Gymnastics training environment. There is a guidance document on GymNET (under resources, club support, then "Policy for Health and Safety") to offer guidance to clubs who are taking gymnasts on a trip outside of their gym. We do not need to see any risk assessments for travel however we recommend that it would be best practice to complete risk assessments relevant to all aspects of your trip.

Please can you advise spectators that there will be bag searches upon arrival, and we ask that all gymnasts can arrive as ready as possible with minimal bags.

Do you consider yourself to have any specific additional needs that may require consideration prior to your attendance at the event? If so please get in touch with Danielle Crowe to speak through any requirements to make your GymFusion experience enjoyable.

Welfare

British Gymnastics believe in a gymnast centred sporting environment and as such hold the welfare and safety of the participants as a paramount consideration.

We are able to confirm that an experienced welfare officer will be in attendance at this event to continue to promote a safe and friendly environment for all of our participants.

The welfare officer will have a stand in a prominent position to be able to both advertise to the general public and to participants our commitment to welfare, but also allow all the opportunity to report concerns.

Ticket information

Tickets can be purchased in advanced from [The Copper Box Arena](#)

Ticket Type

Adult - £10.00 per ticket per show*

Concessions/under 16's - £7.50 per ticket per show*

Booking fees may apply*

Providing that there are still tickets available on the day, these can be purchased from the Box Office in the foyer on Level One as the venue opens. On the door tickets prices are as follows:

Adult - £13.00 per ticket per show

Concessions/under 16's - £9 per ticket per show.

Appendix 1 – Timetables

GymFusion London – 11th May 2019

Show One 11:00 – 13:40

9:30 Team registration and venue orientation
10:00 Coaches briefing
10:45 Warm ups start

	Team Name	Warm Up*
SHOW ONE FIRST HALF	Intro	Performance time +2 minutes
	Cartwheels Gymnastics Club	10:45
	Jaybee Redbridge	10:50
	East Surrey Acrobatics	10:54
	Croydon Acro Squads	11:01
	Bracknell Gymnastics Club	11:08
	Dyson Dynamites	11:14
	Merton Gymnastics Club	11:21
	Prime Acrobatics Display Team	11:28
	Totteridge Gymnastics Club	11:34
	Jax Gymnastics Club	11:41
	Interval	12:15
SHOW ONE SECOND HALF	Intro	12:40
	Benchmark Display Team	12:21
	JGA Team Jasmine	12:28
	Phoenix Illusion	12:34
	Jaybee Havering	12:40
	Severn Gymnastics Club	12:45
	Richmond Gymnastics Association	12:52
	Kingfisher Gymnastics Club	12:57
	Radlett Gym Club	13:04
	Sportac Acrobatic Gymnastics Club	13:09
	Close Show	13.40

*Time indicates the start of the performance run through in warm up. Teams should arrive in good time.

GymFusion London – 11th May 2019

Show Two 16:00 – 18:40

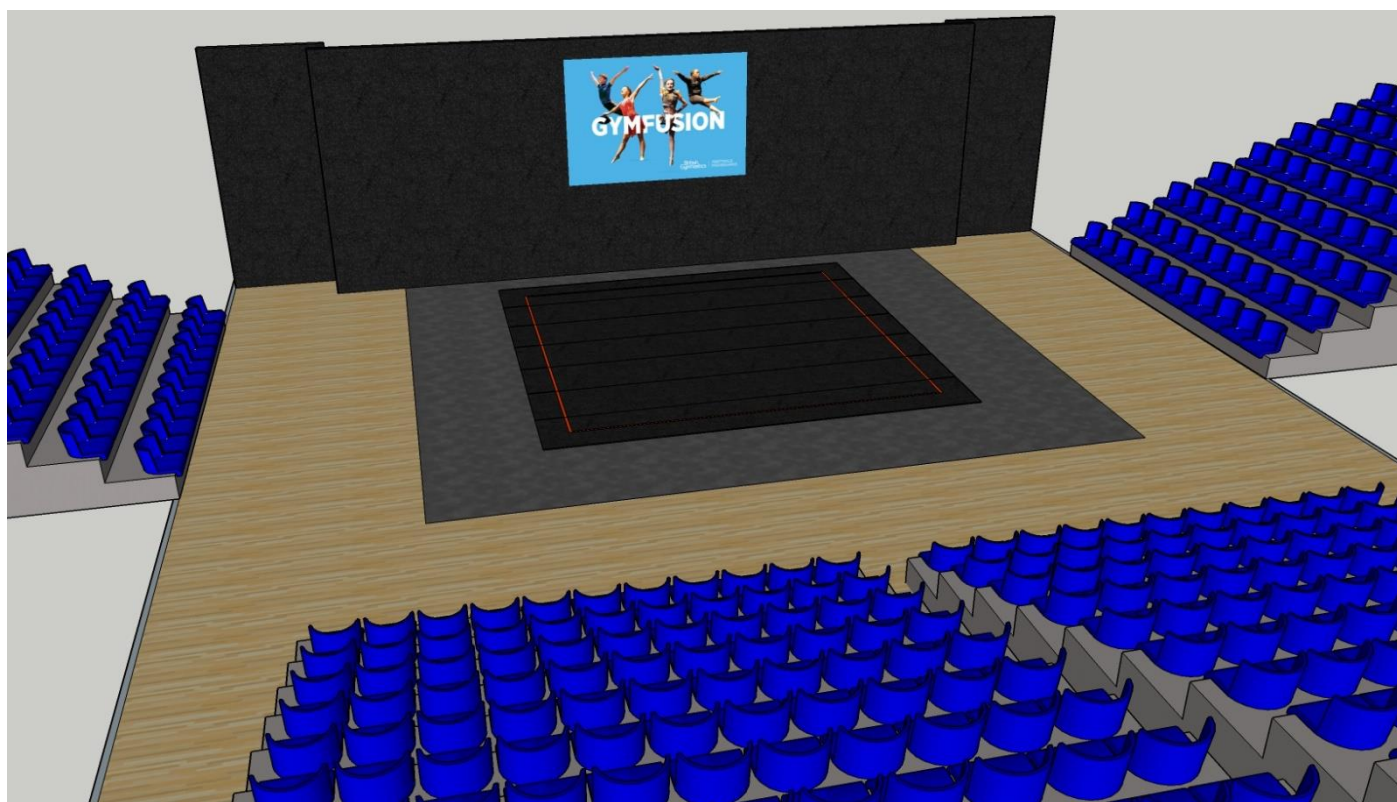
14:30 Team registration and venue orientation
15:00 Coaches briefing
15:40 Warm ups start

	Team Name	Warm Up*
SHOW 2 FIRST HALF	Intro	Performance time +2 minutes
	L&G Acrobatic Gymnastics CIC-A Team	15:40
	Allstarz Juniors	15:46
	Islington Gymnastics Academy	15:53
	Donyngs Gymnastics Club - B Team	16:01
	Spelthorne Junior Advanced	16:06
	Basingstoke Display Group	16:12
	Westminster School of Performing Arts Gym Squad	16:19
	Catleaps - Tallulah	16:25
	Zodiac Display Team	16:33
	Southwark Gymnastics Club	16:40
	Interval	5:00
SHOW 2 SECOND HALF	Intro	5:20
	Dyson Diamonds	17:20
	Stevenage Sports Acrobatic Club	17:27
	Spelthorne Senior Advanced	17:34
	Orpington Gymnastics Club	17:39
	Donyngs Gymnastics Club - A Team	17:45
	L&G Acrobatic Gymnastics CIC – B Team	17:49
	City of Canterbury	17:56
	Catleaps – Bugsey Malone	18:04
	Allstarz Seniors	18:13
	Show Close	6:40

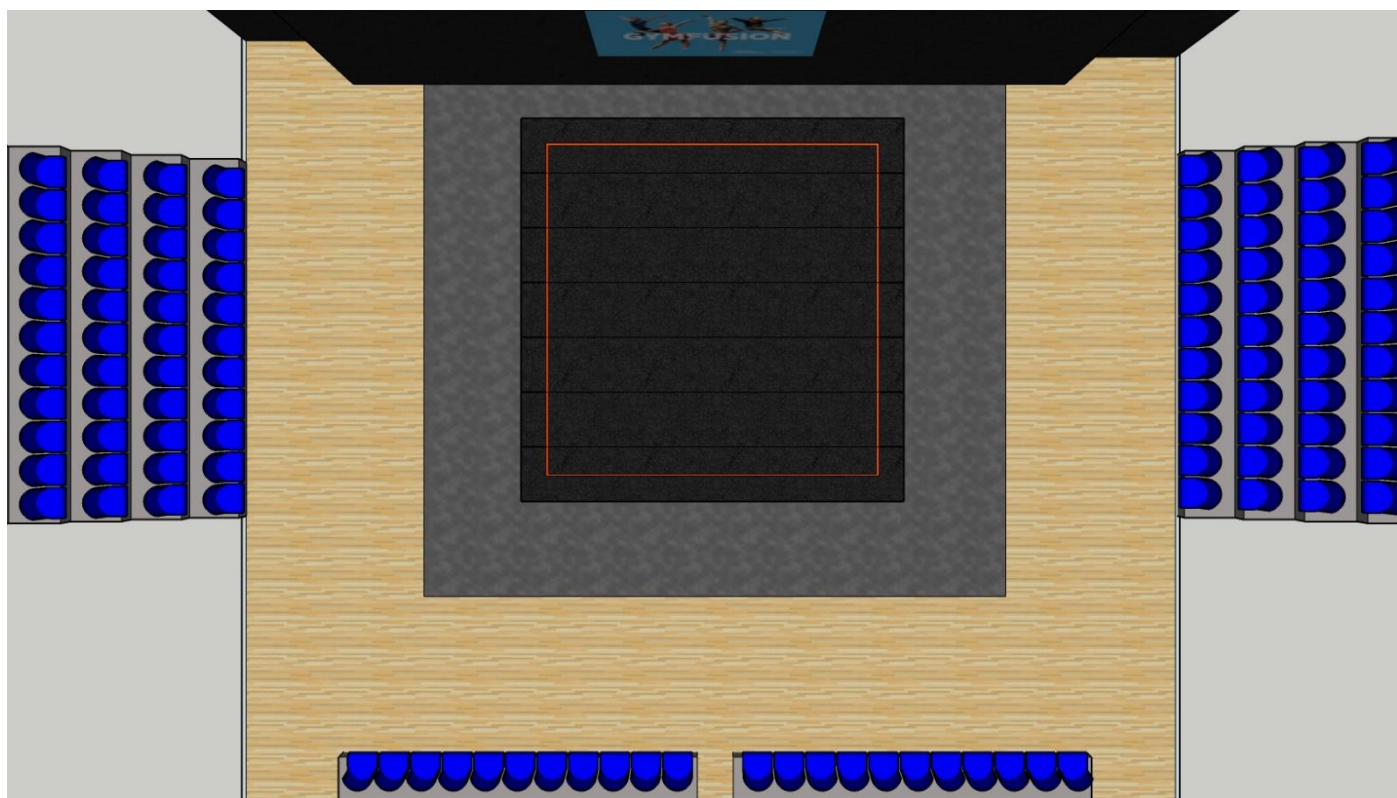
*Time indicates the start of the performance run through in warm up. Teams should arrive in good time.

Appendix 2 – Stage Diagrams

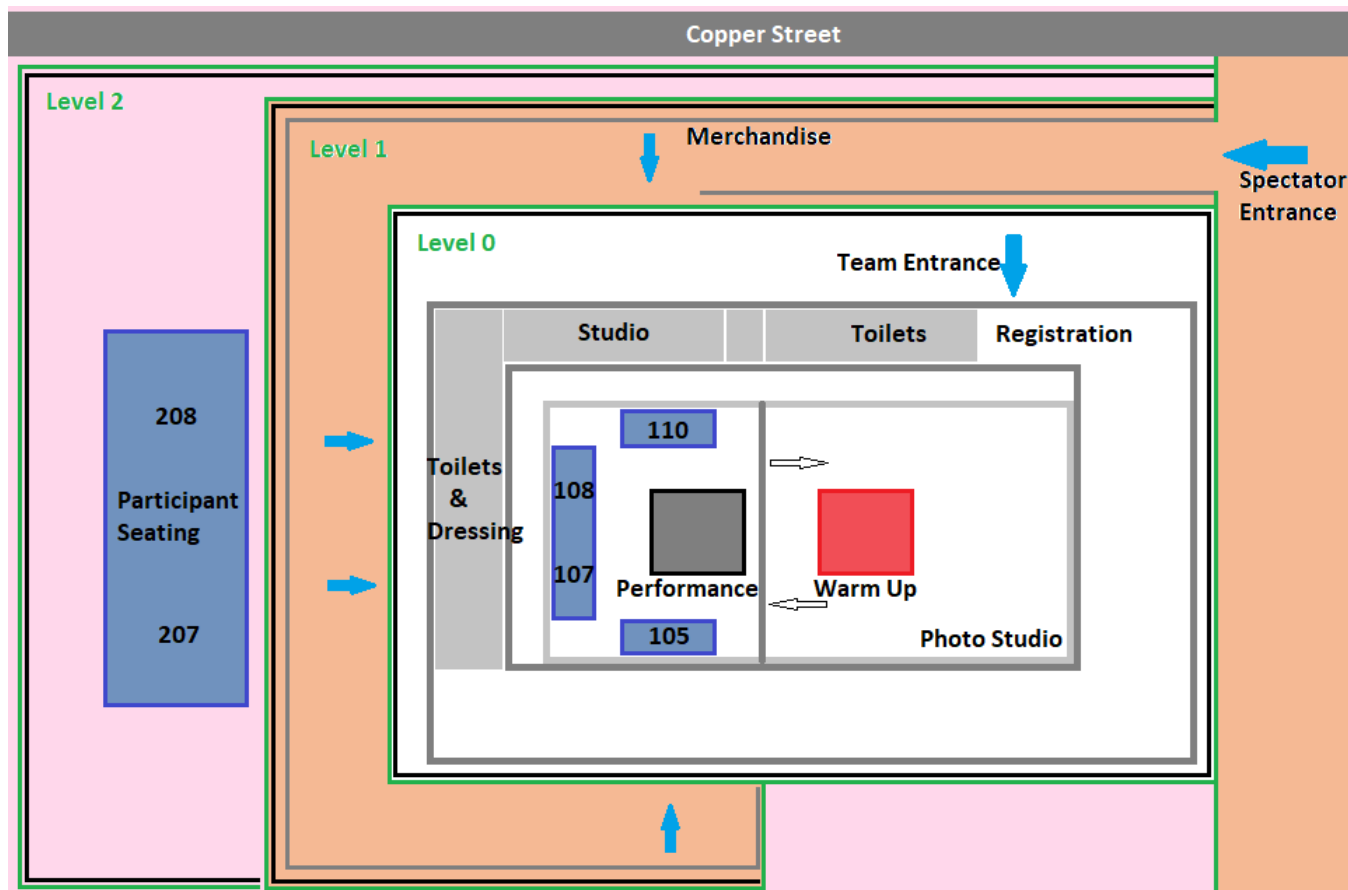
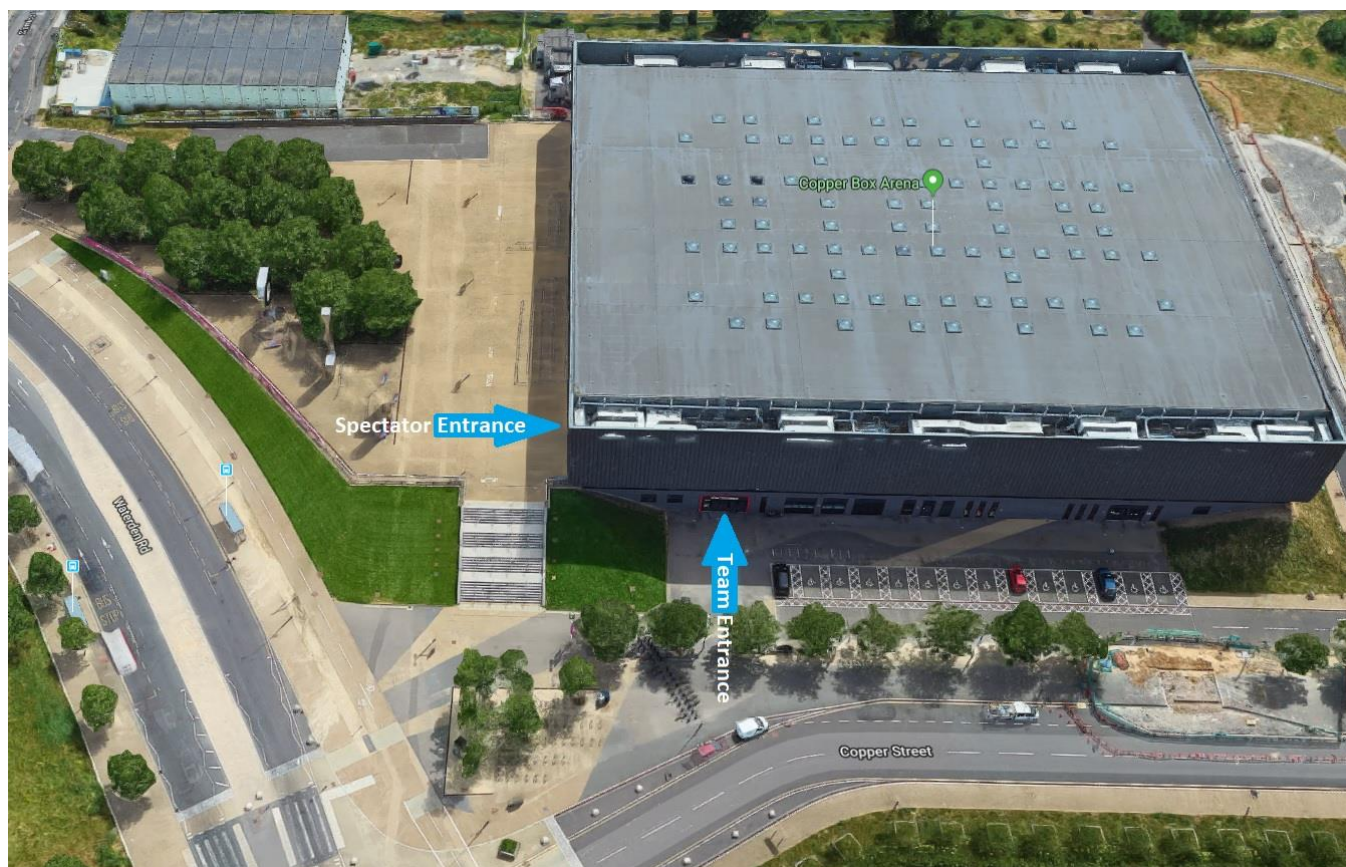
Amber line indicates the performance area of 12 metres width x 12 metres depth



Stage entrance (from stage left) ←



Appendix 3 – Venue Schematic



Appendix 4 – Risk Assessment & Method Statement

Method Statement Template for the installation of team equipment at GymFusion events

[please insert Team Name here]

The Project:

To unload, construct, pack away and re-load team equipment for use within a gymnastics display routine at a British Gymnastics – Gymnastics for All, GymFusion event.

[Please summarise what this will entail for your team here].

Safety and Site Management

It is the policy of British Gymnastics to have a clean and efficient environment in which to work. In particular our aim is to ensure that our works do not impact on the works of other trades on the site. All components necessary for the construction of the team equipment will be kept in a tidy fashion and not allowed to infiltrate areas being worked by others. At the end of shift all items will be collected from the various operating areas to a single point.

British Gymnastics personnel will ensure that they are familiar with the site and that they attend the induction/safety processes as required by the event host venue or its agents. Team members will ensure that all working practices are deemed safe throughout the build of this project in accordance with British Gymnastics policy and safe working practice & procedures.

Scope of works

[Please insert an overview of exactly what it is you will need to do from the moment your vehicle arrives at the venue to the moment you depart here].

1. Delivery & unloading of equipment – [How will your equipment be delivered and unloaded and transported into the venue? -]
2. Storage of equipment – Team equipment will be stored in the wings of the stage in a tidy and well organised fashion allowing easy access for all persons to freely make their way past with no protrusions or trip hazards. *[Please be mindful that other teams may also be storing equipment ready for use alongside your equipment].*
3. Erection, assembly & placement of equipment – [Please specify how you will move, erect, assemble and place your equipment on the performance stage? -].
4. Safety check – Equipment will be checked for security and safety in accordance with British Gymnastics procedure by a suitably qualified coach prior to use.
5. Storage of equipment – [Please specify how you will disassemble and move your team equipment from the performance floor back into a storage position? -].
6. Removal & re-loading of equipment – [How will your equipment be removed from the venue and re-loaded into your vehicle(s)? -].

Equipment

[Please detail all of the individual items that make up your team equipment here].

Training


All persons involved with movement and installation of equipment must be suitably trained according to their specific role. Ultimate responsibility for the safe erection, assembly and placement of equipment lies with the responsible coach supervising the team. This coach must attend the coaches briefing and any other training or meetings specified by the Organiser.

Risk Assessments Specific and General

A specific risk assessment of each stage of the equipment installation process (as detailed within the scope of works) must be produced if the equipment is not supplied and maintained by a reputable supplier.

The use of team equipment in GymFusion events has taken place on many occasions. A number of General Risks have been identified.

1. Risk to other trades in the vicinity
 - i) All operatives will wear appropriate sports style clothing including sensible footwear.
 - ii) The installation and all processes will be supervised by appropriately qualified coaches.
2. Manual Handling
 - i) All operatives must use correct lifting techniques and must not attempt to lift anything which they feel is beyond their capabilities. The carrying of large items between areas must be done carefully and operatives must not walk backwards.
 - ii) Good communication must be maintained to ensure all involved know what is required of them.



Additional staff members may be able to assist with the placement of your team equipment. You must inform the Organiser before the event if you will require help at any stage with your equipment.

3. Collisions in the work area generally and specific

- i) As equipment is transported to the correct areas within the event host venue every effort will be made to ensure a safe route to avoid collision with other teams working or members of the public. These safe routes must be determined and adhered to.
- ii) There are potentially up to 10 persons working within the area and care is to be taken that only those working in a designated area are there.

Tools

No tools will be required in within the scope of these works.

Personal Protective Equipment (PPE)

All persons must have and wear at all times the following;

- i) Sensible sports type clothing (in accordance with BG policy)
- ii) Sensible footwear

Control of Substances Hazardous to Health (COSHH)

There are no items for which the above regulation applies

Task Based Risk Assessment

Risks are identified as follows;

- A. Risk likely to cause only minor harm and would not normally require any time off
- B. Risk likely to cause a level of harm possibly resulting in up to three days missing from work
- C. Risk likely to cause a level of harm possibly resulting in over three days missing from work

Unloading / loading equipment & storage within venue

[Team equipment will be unloaded in a sensible and methodical fashion allowing only one piece of equipment to be taken at a time before moving to the next item.

Identified Risks

1. Incorrect lifting technique - leading to possible muscular injury - Risk level B
 - i) Prevention - Persons must employ correct lifting technique
2. Dropping of equipment - leading to damage to equipment or personal injury - Risk Level A
 - i) Prevention - suitable clothing to be worn and safe routes only to be used to prevent personal injury - Care to be taken with handling

Assembly and disassembly of equipment

Identified risks

1. Incorrect lifting technique - leading to possible muscular injury - Risk level A
 - i) Prevention - Persons must employ correct lifting technique and stage area kept free from obstacles and or trip hazards.
2. Dropping of equipment - leading to damage to equipment or personal injury - Risk Level A
 - i) Prevention - suitable clothing to be worn and safe routes only to be used to prevent personal injury - Care to be taken with handling

Carrying of equipment to and from performance area

Identified Risks

1. Risk of collision with others - Risk level A
 - i) Prevention - keep to clear pathways, - Do not walk backwards



Please complete and return with your Team Information Sheet, please be aware your team will not be allowed to perform using non-standard equipment without this form.

If you are planning to bring your own equipment, if this equipment is not a standard item produced and maintained by a reputable gymnastics equipment manufacturer, please complete the following risk assessment. You may also wish to use this template to complete the standard risk assessments necessary for your club excursion.

Description of equipment/activity:

Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	15 - 25	7 -14	1-6

What are the hazards?	Who might be harmed and how?	What are you already doing?	Outcome	Likelihood	Risk Rating	Action by whom?	Action by when?	Date Done
E.g. Injury to gymnasts due to incorrectly assembled equipment	Gymnast, Coach, Spotter	Pre event checks with, confirmation of when the equipment was tested and by which company.	4	1	4	Coach	Before submission of Risk Assessment	At event entry