



Work Plan

Gymnastics for All
GymFusion Manchester
The Lowry Theatre
Salford Quays
23rd February 2020

Version 1.0

British
Gymnastics

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Venue Information

Directions

The Lowry Theatre,
Pier 8,
The Quays,
Salford,
M50 3AZ



Travel and Transport

The Lowry is a 10 minute drive from Manchester City Centre, 20 minutes from Manchester Airport, and a quarter of a mile from the motorway network, giving access from all over the North West and beyond. From the M60 take junction 12 for the M602. The Quays is a quarter of a mile from junction 3 of the M602. Follow the brown Lowry logo signs.

For more information regarding car and coach parking, please follow this [link](#).

Venue Map

Please follow the [link](#) for virtual tour of the venue and all its spaces. Please also see the venue schematic in appendix 3.

Floor Plan

See appendix 2 for stage diagrams.

Venue facilities

The theatre has a bar, café and a restaurant all serving a range of hot and cold food and drinks. The venue is in very close proximity to a large shopping centre with a large range of available facilities.

Medical Provision

A physiotherapist will be available in the designated medical area within the venue. Treatment will be accessible by all accredited gymnasts who sustain an injury at the event. The medical team are not available to treat pre-existing or chronic injuries.

Any injury occurring during the official training or competition must be reported to the medical team to ensure a record can be kept of treatment given and by whom.

The decision of the British Gymnastics appointed medical officer as to the gymnast's health, medical status and their ability to take part in the performance.

Welfare Officer

British Gymnastics are striving to create a gymnast centred sporting environment and as such hold the welfare and safety of the participants as a paramount consideration.

An experienced welfare officer will be attending this event to continue to promote a safe and friendly environment for all of our participants. There will be a welfare stand in the foyer where information and support will be available as part of British Gymnastics' commitment to welfare and creating a safe sport. A confidential meeting room may be available a more private environment be required.

Gymnast Seating

Accredited gymnasts and coaches are able to make use of the allocated participant seating. This will be at the back of the auditorium in the upper circle. 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. Please be respectful of the audience and other participating teams whilst moving into and out of this area. All arrangements will be confirmed and communicated within the coaches briefing prior to the show beginning.

Tickets

Ticket Allocations

All accredited gymnasts and coaches do not need to purchase a ticket to spectate in the show they are taking part in. Gymnasts who withdraw from the event and are not substituted are eligible to still receive their accreditation with their team to spectate at the event but will not have access to the performance or warm up areas.

Ticket Purchase

Tickets can be purchased in advance online from [The Lowry Theatre Box Office](#) Online ticket prices are:

Adult - £10.00 per ticket per show*

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

Booking and administrative fees may apply*

Providing that there are still tickets available on the day, these can be purchased from the Box Office in the foyer when 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.

Registration

British Gymnastics Registration Desk

Team managers and coaches should arrange a suitable meeting point with gymnasts and parent/guardian externally to the building. Registration will be on the top floor of the foyer area. 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 should be up on the top floor of the foyer until spectator doors are ready to open. If you are running late or stuck in traffic, please call or text Danielle to make us aware of your situation.07739512206.

Wristbands must be worn by all club members at all times as it identifies where access is permitted within the venue.

Wristbands are non-transferable. Anyone found offering their accreditation to another person in order that they may gain access to access-controlled areas will have their accreditation withdrawn and they will take no further part in any activity in the event.

Technical Information

Coaches Briefing

A coaches briefing will be conducted in the main auditorium prior to gymnastics activity beginning. The scheduled briefings will be at 10:00am for Show One and 3:00pm for 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.

Performance Equipment

The Performance area will be a 12mx12m tribond mat floor. See appendix 2 for diagrams. 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 document can be found in Appendix 4 and editable versions obtained from British Gymnastics if requested.

Warm up Equipment

A 12mx10m tribond mat floor will be provided in the warm up area. Accessing your equipment will not be possible for warm up as it will already be positioned in the auditorium ready to be brought on for your performance. If you wish to practice to music, there will be system available with your pre-loaded music on. Please bring a USB with an MP3 copy of your music on as backup.

Music Submission

All music must have already been uploaded to British Gymnastics through GymNET.

Late submission of music will attract a fee of £20.00 per required track in line with rules detailed in the [GymFusion Handbook 2020](#).

Event Details

Schedule Overview

The venue main entrance will open at 09:00am. Teams will be advised at 09:30 onwards that registration is open and teams can make their way up from the ground level towards registration within the upper levels in the foyer. Registration will be within one of the upper levels in the foyer (see Appendix Three – Venue Schematic).

	Team registration	Coaches Briefing	Spectator Doors Open	Show Starts	Show Finishes
Show One	9:30am	10:00am	10:30am	11:00am	1:50pm
Show Two	2:30pm	3:00pm	3:30pm	4:00pm	6:45 pm

Working Order

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.

Rules and Regulations

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 Chiara Querci on volunteering@british-gymnastics.org no later than the 7th February. This is a great opportunity for gymnasts and young leaders to help at British Gymnastics national events.

Inclusion and Accessibility

British Gymnastics strive to ensure our events are inclusive to all. Should you or any of your club members have any specific additional needs that may require our consideration prior to your attendance at the event please do not hesitate to contact the Events Team on events@british-gymnastics.org Please provide us with as much detail as necessary to ensure we can facilitate appropriate action so all have a positive experience.

Babies and Young Children

In the interests of safety, for the smooth running and professional presentation of the Event, babies and young children are not permitted to enter back of house or warm up and performance areas, even if they are being supervised by an adult.

Gymnast & Participant Attire

Please refer to the British Gymnastics [GymFusion Handbook 2020](#).

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 on arrival, and we ask that all gymnasts can arrive as ready as possible with minimal bags.

Media Information

Official Photographer

The Photographer provider at this event will be DE Photo. Official photos can be purchased on the day from the DE stand or online from www.DEphoto.biz

British Gymnastics Photography Regulations

In order to protect the welfare of children at the event, photography at this event is permitted only on conditions set by British Gymnastics. This is a summary of those conditions.

A copy of the full text can be obtained from the Competition Organiser or from the British Gymnastics website: <http://www.british-gymnastics.org/governance>

If you do not agree to these conditions you may not bring any photo equipment into the venue or take any photos.

1. 'Photos' includes any form of video or still image including those taken with mobile phones.
2. The Competition Organiser (or a person acting on his or her authority) may require anyone at the event:
 - a. Not to take photos, either generally or in particular circumstances.
 - b. To provide their full name and address and evidence of this
 - c. To let the Competition Organiser view any images recorded and to delete any images.
 - d. To surrender media or equipment on which the images have been recorded if they cannot be viewed (e.g. photos on traditional film), or if they cannot be deleted.
3. Photos may only be taken and used in accordance with the British Gymnastics Child Protection Policy.
4. Photos may not be used, distributed or copied for commercial purposes.
5. Flash may not be used at any time while gymnasts are warming up or competing.

Appendix 1 - Working Orders

GymFusion Manchester - 23rd February 2020

Show One
11:00 - 13:30

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
	Bromsgrove Gymnastics Display Team	10:45
	AcroNova Minis	10:52
	Spartac	10:59
	Everton Park Seniors	11:07
	Idsall GTC	11:15
	White Rose RGC	11:20
	Nottingham City Gymnastics	11:28
	Severn GTC	11:36
	HPL Juniors	11:44
	GR8 Whole Display Squad	11:52
	Interval	
SHOW ONE SECOND HALF	Intro	
	Trix Academy	12:23
	Idsall GTC - Freak Show	12:30
	Everton Park Juniors	12:36
	Shrewsbury Gymnastics Academy	12:44
	Border Counties SoG	12:50
	AcroNova Juniors	12:56
	Goole Gymnastics Club	13:04
	Nottingham City Gymnastics - For the Future	13:12
	AV Gymnastics Club	13:20
	Close Show	13:50

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

GymFusion Manchester - 23rd February 2020

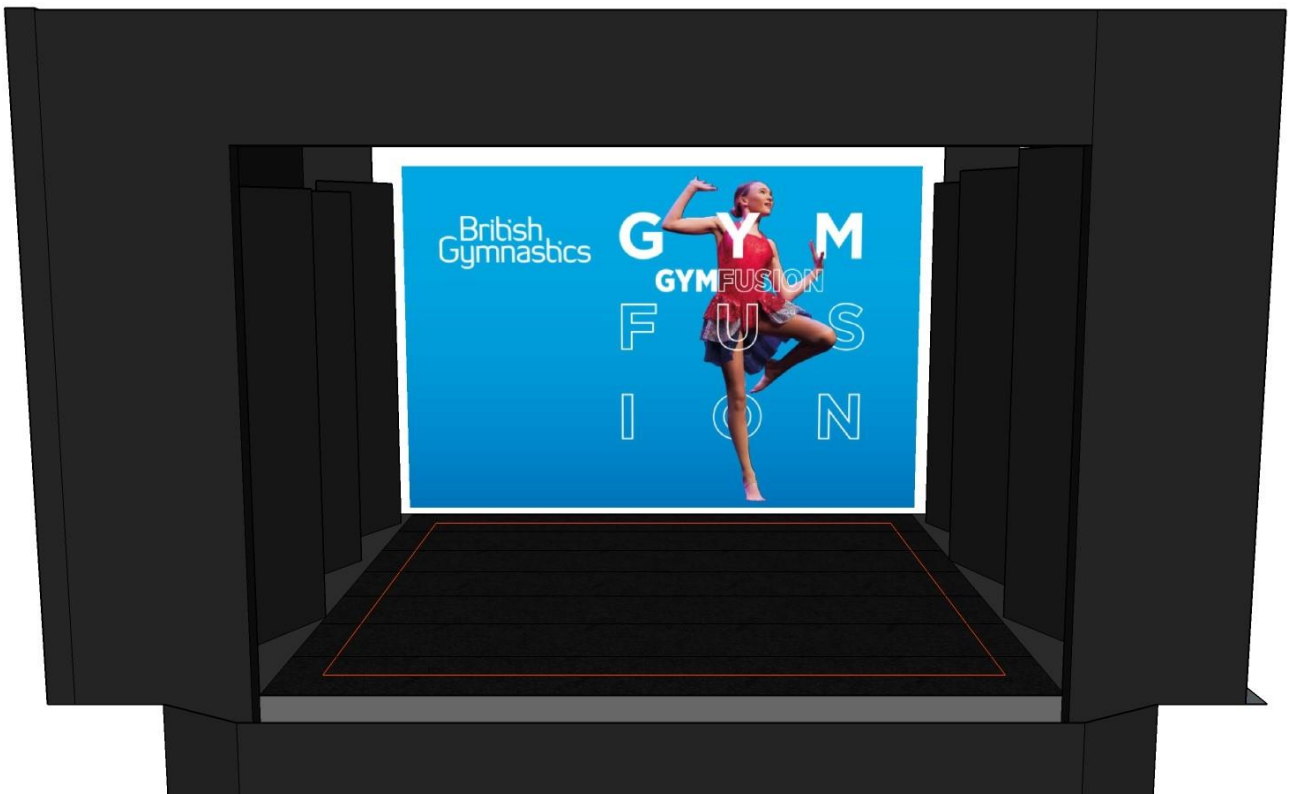
Show Two 16:00 - 18:30

14:30 Team registration and venue orientation
15:00 Coaches briefing
15:45 Warm ups start

	Team Name	Warm Up*
SHOW TWO FIRST HALF	Intro	Performance time +2 minutes
	Ribble Valley Gymnastics Academy	15:45
	The Wire - Inspiration	15:52
	Warrington Seniors	15:59
	Bolton Arena Gymnastics Club	16:04
	One Step RGC - Fiesta	16:12
	Fusion Gymnastics and Cheerleading	16:17
	Blackburn & Darwin Acrobatic Gymnastics Club	16:23
	Leeds Junior Display Team	16:31
	South Essex Junior Display Team	16:38
	National Disabilities Display Team	16:44
	Interval	
SHOW TWO SECOND HALF	Intro	
	Warrington Juniors	17:14
	One Step RGC - Snowflake	17:20
	The Wire - Motivation	17:27
	Darwin Gymnastics & Dance	17:35
	South Essex Senior Display Team	17:42
	Adams Gymnastics	17:48
	Red Shoes Academy Show Team	17:54
	AcroNova Seniors	18:02
	City of Lancaster Gymnastics	18:10
	Pyramid Acro Display Team	18:18
	Show Close	18:45

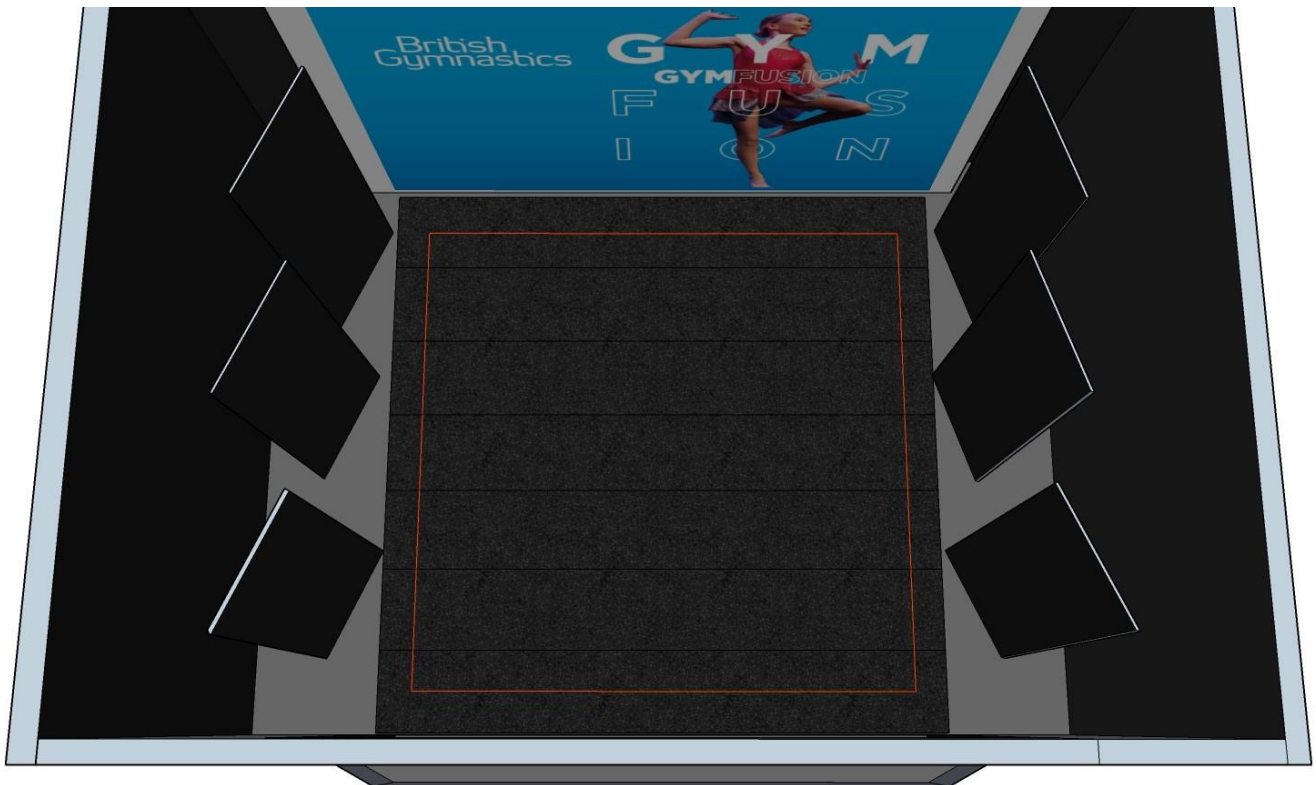
**Time indicates the start of the performance run through in warm up. Teams should arrive in good time, pre-warmed up.*

Appendix 2 - Stage Diagrams



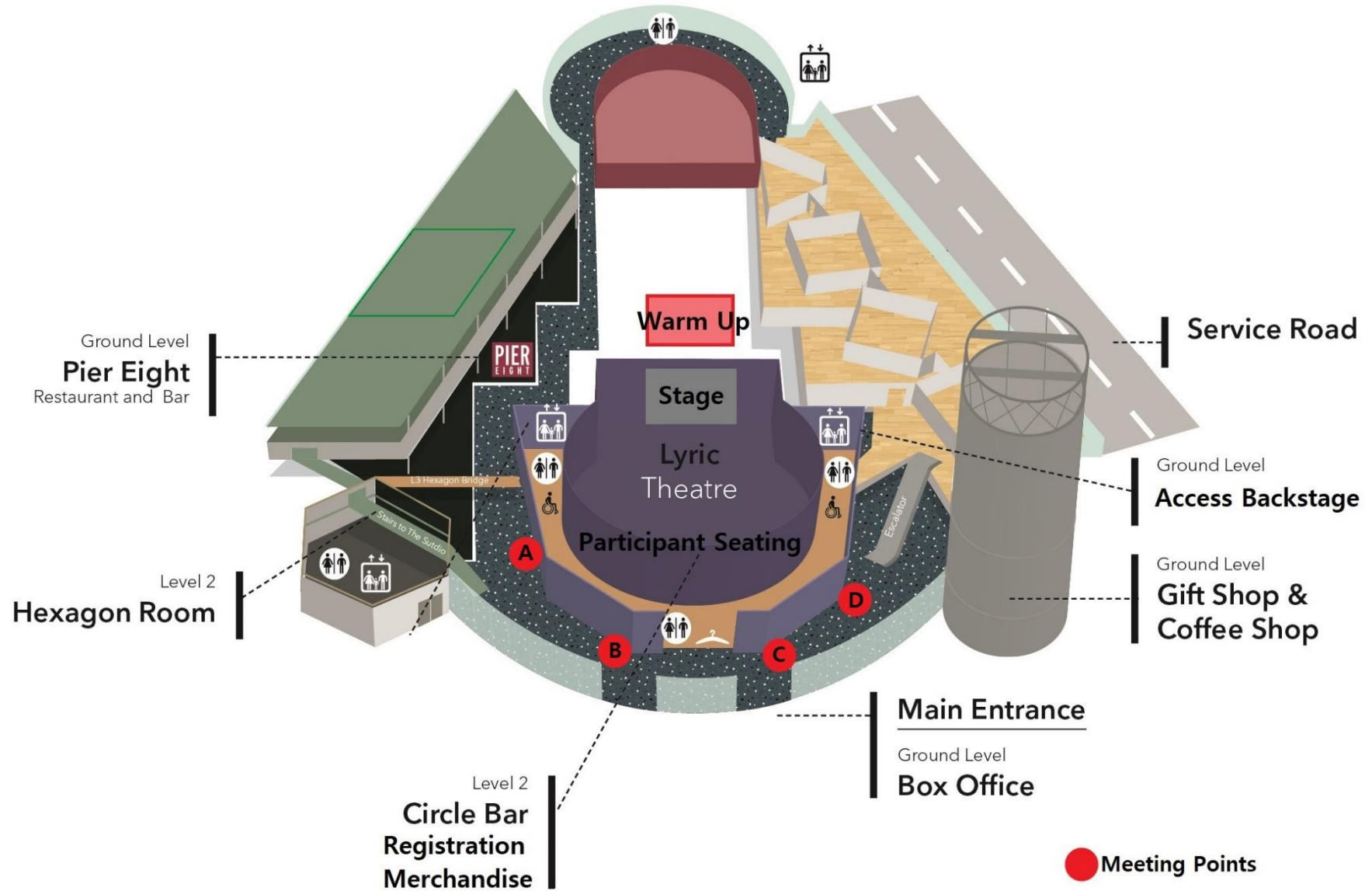
Stage Entrance →

→ Stage Exit



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

Appendix 3 - Venue Schematic



Appendix 4 - 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

