

GYMFUSION

GymFusion: Hemel Hempstead 2014

Event Information Pack

Sunday 2nd February 2014

**Sportspace,
Park Road, Hemel Hempstead, Hertfordshire, HP1 1JS**

www.british-gymnastics.org

<http://www.sapphiregymnastics.co.uk/gymfusion-2014/tickets/>

This pack includes all the information necessary to support you with your entry into the GymFusion: Hemel Hempstead 2014 event. Any details that need confirming nearer the time will be sent directly to you via email after the closing date for entries.

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Please note that your main point of contact throughout is Lizzy Campbell (Club Development Coordinator)
elizabeth.campbell@british-gymnastics.org 07825 056 156

1. Event Details Summary

What is GymFusion?

GymFusion has been developed to enable gymnasts of all ages and abilities to perform and enjoy being part of a non-competitive experience.

Date

Sunday 2nd February 2014

Venue

Sport Space, Park Road, Hemel Hempstead, Herts, HP1 1JS

<http://www.sportspace.co.uk/TopMenuRoot/HemelHempstead.aspx>

Theme

The theme for 2014 is 'Next Generation'

The setting of the event will run with this theme however your performance does not have to follow the theme

Timetable for the day*

**Please note that this timetable is currently a guide and is subject to change closer to the event. A finalised and more specific timetable will be published once entries have closed.*

Show 1 (1:00pm)

Team Registration:	11:30am
Coaches Briefing:	12:15pm
First Warm-up:	12:40pm
First Performance:	1:00pm
Finish:	3:00pm

Show 2 (4:30pm)

Team Registration:	3:00pm
Coaches Briefing:	3:45pm
First Warm-up:	4:10pm
First Performance:	4:30pm
Finish:	6:30pm

Entries

Clubs: Online through GymNet (see attached Appendix 2 for GymNet entry guide)

BG Partner Schools: Please contact Lizzy Campbell, (07825 056 156, elizabeth.campbell@british-gymnastics.org)

Please note that there is a maximum of 14 teams per performance. The team places will be allocated on a first come first serve basis. Clubs are permitted to enter more than one team. When entering your team on GymNet you will be asked to specify which performance you would prefer to enter, you may only chose to enter one show. If you would like to take part in both performances you will need to email Lizzy Campbell (elizabeth.campbell@british-gymnastics.org) advising of this. You will be placed on a reserve list and will be offered 2 shows if space is available once entries have closed. Expect to be notified the week beginning 6th January.

Spectators

Spectator tickets are available from the Sapphire Gymnastics Club. Can clubs/coaches please ensure that ticket information is sent out to all potential spectators well in advance- neither the organisers nor the venue will be held responsible if parents/guardians are unable to purchase tickets.

Book Online 24/7-

<http://www.sapphiregymnastics.co.uk/gymfusion-2014/tickets/>

If you are having problems booking tickets online please call Lizzy Campbell between 9.00am and 5.00pm Monday to Friday on 07825 056 156 for assistance.

2. Performer / Team Information

Equipment

The performance area will be a 12mx12m sprung floor. Two 4mx6m trampolines set end to end will be staged behind the floor are in front of the back drop. Tiered seating will directly surround the floor, with a back drop behind, please be conscious of this when developing your routines and ensure that performers do not leave the set area.

We have further free standing equipment that can be made available. If a team requires any further equipment, that we cannot supply, it is the responsibility of the team to transport this equipment and carry out a full equipment check and risk assessment. We can only insure British Gymnastics approved equipment. Any equipment requirements, or if you are bringing any of your own equipment, will need to be requested using your Team Sheet prior to the closing date. Those bringing equipment will be contacted closer to the event to arrange drop off/collection of equipment.

A 12mx12m sprung floor and one sunken 6mx4m trampoline will be provided in the warm up gym, however access to free standing equipment will be limited. If you wish to practise to music there will be a system available please bring a copy of your music.

Performance Time

Performance slots (routines) are between 2 – 6 minutes. This must be adhered to.

If you require a longer time slot please contact the organiser. We will do our best to accommodate your request but can't guarantee a longer slot will be available therefore please contact us sooner rather than later.

Music

Music choice is optional and may contain vocals.

Preferably, the organisers will require a copy of your music to be sent via email in an MP3 format by Monday 6th January. Please email to Lizzy Campbell (Elizabeth.campbell@british-gymnastics.org). If you have any problems sending your music via this method then please let Lizzy Campbell know prior to the closing date and we will make alternative arrangements.

Please ensure your music is sent through as a single track or that multiple tracks are sequenced in the correct order.

Please note that at GymFusion Hemel Hempstead, you are not permitted to use music belonging to Disney, Andrew Lloyd Webber and Cirque.

Team Information Sheet

The team information sheet (Appendix 1) must be fully completed and returned to the event organiser via email (elizabeth.campbell@british-gymnastics.org) by Monday 6th January. Please email it across sooner if possible.

Dress Code

We encourage teams to be creative with their outfits as this really adds to the performance and makes the show more spectacular. However coaches and participants are requested to dress with safety in mind and ensure all jewellery is removed.

Warm Up

Teams will be expected to wait in their designated areas and will therefore need to keep warm. We will attempt to provide a body warm up followed by a routine run through, prior to each team's performance. Please note that there will be no option to warm up in the performance arena.

Both shows will have a half way interval. The teams participating in the first half of the show will remain in their designated areas/ the warm up gym; those participating in the second half of the show will take their seats in main hall (to watch the first half of the performances). At the half time interval, the teams will switch.

Gymnast Seating

Performers will be able to watch the half of the show that they are not performing in. They will be seated a matted area to one side of the floor and will not be permitted to leave this area when the show is taking place. Ensure warm clothing is brought as it may be cold in the main performance arena.

Arrival Details

Entry to the venue for gymnasts and coaches will be accessible via the Sapphire Gymnastics Club entrance door. Please arrive at the Sapphire entrance by 11:30am (1st show) or 3:00pm (2nd show) with all coaches and gymnasts at the same time. Parents/guardians will not be permitted entrance through this door and will be required to enter via the main Leisure Centre doors.

You will have 45 minutes (from 11:30am/3:00pm) to arrive and sort costumes/make up etc. Each team will be allocated a space where they will be expected to store all bags and remain before warm-ups commence.

Transport and Travel

We can help you to navigate your way to Hemel Hempstead Sports Space and provide specific travel and transport information if required (via the main contact).

How to find us: <http://www.sportspace.co.uk/TopMenuRoot/HemelHempstead/Directions.aspx>

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 no later than Monday 6th January. The form can be found at www.british-gymnastics.org under events and travel.

Merchandise

GymFusion t-shirts, hoodies, bags and other merchandise will be available to purchase on the day.

Photography

By entering / attending the event all coaches, participants and spectators consent to being filmed / photographed at the event. Please notify Lizzy Campbell (details previously listed) if this causes any problems for any members of your team.

Belongings

Please note we will not provide a secure place for belongings, however lockers are available for 20p non-refundable.

Changing facilities

Large changing facilities with showers are available.

3. Participant Entries

Opening date for entries

Entries will open on Friday 4th October.

Closing date for entries

Entries will close on Monday 6th January. Late entries will not be accepted.

A reminder that there are 14 performance slots per show and these will be allocated on a first come first served basis. Once all spaces have been allocated the entry process will close. At this point, if you would like to be placed on the reserve list, you will need to email Lizzy Campbell (elizabeth.campbell@british-gymnastics.org).

An entry counts when your team entry has been closed and paid for.

Entry Fee

The fee to enter is £7 per gymnast for one performance, £10 per gymnast for two performances.

Because you will only have the opportunity to enter one show, you will need to pay £7 per performer. If you are allocated a performance slot in your second show, we will request manual payment (cheque) of £3 per gymnast/performer.

Entry Details

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.

If you don't have a GymNet username or password for your club please contact the British Gymnastics membership department on 0845 1297129 ext 2395 or membership@british-gymnastics.org

Please refer to the entry user guide (Appendix 2) if you require details on how to enter your team on GymNet.

BG partner schools who wish to take part should contact Lizzy Campbell for details of how to enter their team.

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.

All participants must be at least Bronze members of British Gymnastics throughout training and at the time of the event. 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 participants should be accompanied and accounted for at all times by BG coaches / club officials.

Coaches

All coaches must be members of British Gymnastics and at least one coach per team must hold a minimum Level 2 coaching qualification. The coaches 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 skills must be in the coaching syllabus of their qualification.)

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, or have choreographers/makeup artists, you will need to confirm their attendance with us prior to the event, please contact Lizzy Campbell directly ASAP.

Any coaches wishing to perform in GymFusion as part of a performing team must enter themselves as a gymnast when the team is entered on CRM.

Medical

Basic first aid will be provided by Hemel Hempstead Sports Space at the event. However, clubs must have medical and emergency contact details for all participants in their team and will be directly responsible for their well-being.

4. Spectator Information

Seating

The venue holds up to 450 spectators per show who will be seated on the tiered seating.

Ensure warm clothing is brought as it may be cold in the main performance arena.

Ticket sales

Tickets will go on sale on Monday 3rd November 2013, and will be sold through Sapphires Gymnastics Club.

Book Online 24/7-

<http://www.sapphiregymnastics.co.uk/gymfusion-2014/tickets/>

There will be a £1.00 administration fee per transaction for all bookings made.

All tickets will be sold on a first come first served basis. Tickets are limited and any unsold tickets will be available on the door, however we can't guarantee that tickets will be available on the door.

All purchased before the 26th January 2014 will be posted out. Any tickets purchased after this date will be available for collection from the box office/ticket desk in the main performance arena.

Ticket prices

Advance ticket prices are as follows:

Adults - £10 per ticket per show; £15 for a ticket to both shows

Children (applies to under 16's) - £7 per ticket per show

Under 1's are permitted free entry.

Providing that there are still tickets available on the day, these can be purchased from the box office/ticket desk in the main performance arena one hour before each performance. On the door ticket prices are as follows:

Adults - £12 per ticket per show

Children (applies to under 16's) - £9 per ticket per show

Under 1's are permitted free entry.

Parking

Parking is located around the building but is limited, an overflow council car park is available but minimal fees do apply. Please use the main sports centre entrance when you arrive and follow signs to the main arena

Travel and Transport

Full details on how to get to the venue can be found at:

<http://www.sportspace.co.uk/TopMenuRoot/HemelHempstead/Directions.aspx>

Refreshments and Merchandise

Snacks and light refreshments will be available at the venue. Photos, t shirts, hoodies, bags and other merchandise will also be available to purchase on the day.

Photography

By attending the event all spectators consent to being photographed / filmed.

Photography by spectators is permitted, but no flash is to be used.

5. Terms & Conditions

- It is the team's responsibility that all registered gymnasts/participants/coaches are affiliated with British Gymnastics on the day of the event.
- Teams must ensure that all music and team info sheets are with the event organiser by the stipulated deadline: Monday 6th January 2014.
- Teams (coaches and participants/gymnasts) must arrive at the same time and register together. Under no circumstances will parents/guardians be allowed passed the registration desk.
- Only entered participants/gymnasts and nominated coaches prior to the event will be allowed into the team areas.
- Any changes in team personnel must be made known to the event organiser, prior to the event.
- Teams must respect the venue and staff at all times.
- Participants /gymnasts are the full responsibility of their coaches.
- Spectators, parents/guardians, teams and staff are to remain in their allocated areas at all times. Anyone found in a non-permitted area will be removed from the building.
- When gymnasts/coaches are in the performance hall to watch the show, they must remain seated at all times and not leave until advised by BG staff.
- By entering GymFusion: Hemel Hempstead 2014 you are agreeing to all Terms & Conditions as listed.
- The event will only be cancelled if the leisure centre fails to open on the day due to unforeseen circumstances. If the leisure centre remains open the event will take place and no refunds to teams or spectators will be made.