

## The Northern Ireland Festival 2019

<b>Date:</b>	Saturday 8th June 2019
<b>Venue:</b>	Assembly Hall, Ulster University Jordanstown
<b>Opening date:</b>	Wednesday 8 <sup>th</sup> May
<b>Closing date:</b>	Wednesday 15 <sup>th</sup> May, 12 noon
<b>Music deadline:</b>	Monday 20 <sup>th</sup> May, 12 noon
<b>Entry Fee:</b>	£8.00 per gymnast
<b>Organiser:</b>	British Gymnastics – Mollie Davies <a href="mailto:mollie.davies@british-gymnastics.org">mollie.davies@british-gymnastics.org</a> / 07841 451928
<b>Partners:</b>	Ulster University, GymFun
<b>Show Time:</b>	1:00pm – 3:30pm  The above festival show time is an approximation. Participant arrival, registration and warm up will be approximately 90mins before the show start time. Finish times are subject to change depending on number of entries.
<b>Performance Area:</b>	The performance floor will be an 8m wide x 10m deep tribond matted area.
<b>Equipment/Props:</b>	Props may be placed around the matted area. Clubs should ensure that gymnasts always remain on the matted area throughout the performance for health and safety reasons.  Please advise the event organiser if equipment is to be used during the performance. Where equipment cannot be sourced from the university, the club will be responsible for any transport/parking arrangements and will need to submit a risk assessment, Equipment Check and Method Statement.
<b>Spectator Seats:</b>	Spectator seats will be allocated on a first come first served basis. A balcony viewing area is available (100 seats) with approximately a further 200 seats situated around the performance floor.
<b>Spectator Tickets:</b>	Spectator tickets will be available on the door (cash only) Adult - £6 Concession - £4 (Concessions are under 16, and 65 and over. ID may be required to gain admission to the event)

## The Northern Ireland Festival 2019 Handbook

### Definition of Terms

**BG** means British Gymnastics

**BGF** means British Gymnastics Foundation

**Criminal Record Certificate** means DBS (previously CRB) Access NI Eligibility or PVG

**CPSU** means Child Protection in Sport Unit

**GEL** means Gymnastics Enterprise Ltd

**Organiser** means the British Gymnastics Event Organiser

[Text appearing like this](#) means it is a hyperlink to official policy statements and other event related information.

### Contact Information

#### British Gymnastics

Customer Support 0345 1297129 [customersupport@british-gymnastics.org](mailto:customersupport@british-gymnastics.org)

Event Organiser; Mollie Davies 07841 451928 [mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org)  
(British Gymnastics Area Manager NI)

Event Organiser; Louise Blackwood 07969242068 [louise.blackwood@british-gymnastics.org](mailto:louise.blackwood@british-gymnastics.org)  
(Participation Coordinator – NI)

### Eligibility

#### Membership

All persons attending British Gymnastics events in an official capacity, whether as a gymnast or coach are required to hold current British Gymnastics membership in line with the level of event entered and awards held.

Coaches and gymnasts should carry current membership cards to all events and be prepared for these to be checked by the Organiser or their appointed officials.

British Gymnastics Leisure Centre Partners and British Gymnastics Partner Schools are also eligible to enter and attend The Northern Ireland Festival event subject to the following participant membership requirements.

#### Gymnasts

Membership level must be Gymnast, Competitive Gymnast, Coach or Life Members of British Gymnastics in order to enter The Northern Ireland Festival. Gymnasts should also be a member of a British Gymnastics registered club or participating at a British Gymnastics Leisure Centre Partner or British Gymnastics Partner School.



### **Lead Coaches**

Lead coaches' membership level must be Coach or Life Members of British Gymnastics and coaches must be qualified to the level of the skills being performed by all Gymnasts in the club/Region before being allowed to participate in a British Gymnastics Event. Coaches must have current safeguarding and ANI certificates, please see Safeguarding section. The lead coach may authorise other coaches from their club/region to coach skills at a maximum of one level higher than that coaches' qualification but has responsibility for ensuring that they are competent to do so.

### **Coaches**

Coaches' membership level must be Coach or Life Members of British Gymnastics and coaches must be qualified to a minimum of level 2. Coaches must have attended a Safeguarding and Protecting Children Awareness course and must have a current safeguarding certificate. Please see Safeguarding section. Coaches must also have a valid Criminal Records Certificate both at the time of entry and through to the end of the Event before being allowed to officiate at a British Gymnastics Event.

### **Supervised Coaches**

Supervised coaches' membership level must be Coach or Life Members of British Gymnastics and coaches must be qualified to a minimum of level 2. With the explicit authorisation of the lead coach, supervised coaches may coach skills at the maximum of 1 level higher than their current qualification before being allowed to participate in a British Gymnastics Event, in this instance the supervised coaches must have completed the relevant course or module of the next coaching level covering those skills, although they may not yet be signed off as qualified.

Any changes to the Coaches' submitted on the online entry system must be notified to the Event Organiser prior to the event and in exceptional circumstances if changes are required during the event, these must be notified to the Organisers. Changes to Coaches will only be permitted where the replacement coach meets all of the relevant eligibility requirements.

### **Assisting Coaches and Chaperones**

Assisting Coaches' are coaches who are permitted to attend with the team, but who work under the guidance and responsibility of the Coach/Lead Coach.

Assisting coaches (Level 1 coaches) are not to be added to a team's online entry. Please contact the Event Organiser after submitting an entry to add assisting coaches to your team so the coach(es) can be checked for membership, awards and safeguarding, before they can be accredited for the event. Assisting Coaches cannot be responsible for the Gymnasts.

Assisting coaches' Membership level must be Assistant Coach (if Level 1), Coach or Life Members of British Gymnastics before being allowed to participate in a British Gymnastics Event.

Chaperones must have current British Gymnastics membership and a current Safeguarding Certificate.

Assistant Coaches must have a current safeguarding certificate. Please see Safeguarding section. Assistant Coaches must also have a valid Criminal Records Certificate both at the time of entry and through to the end of the Event before being allowed to officiate at a British Gymnastics Event.



## Helpers

Helpers are volunteers who are permitted to attend with a participating team. They must not act as coaches, nor replace the need for the correct coach ratios to be in place.

Helpers are not to be added to a team's online entry. Please contact the Events Organiser after submitting an entry to add helpers to your team, to ensure correct accreditation for the event.

Helpers are allowed backstage to help with hair, costume and make-up however are not allowed in the warm-up or performance areas.

Helpers are not responsible or accountable for the team, they must be accompanied by a Coach at all times.

Helpers may not need to have a Safeguarding and Protecting Children Awareness Certificate or a Criminal Records Certificate if they are supporting the team at a one-off event and are not held in a position of responsibility at any time. Please see Safeguarding section.

The Organiser reserves the right to deny registration of helpers on the day of an event if advanced notice of their attendance is not given. The Organiser also reserves the right to limit the number of helpers attending an event in support of a team to a reasonable and appropriate level. If Helpers wish to watch the performance they must buy a spectator ticket and sit within the spectator seating.

For further information on membership levels please visit the [British Gymnastics website](#).

## Coaching Qualifications

When submitting entries for a British Gymnastics event, clubs must ensure that the nominated Lead Coach(es) is/are qualified to the level of the participant's performance. Coaches must be a minimum of level 2. With the explicit authorisation of the Lead Coach, Supervised Coaches may coach skills at the maximum of 1 level higher than their current qualification. If coaching at one level higher than their current qualification, coaches must have completed the relevant course or module of the next coaching level covering those skills, although they may not yet be signed off as qualified.

If the team requires Helpers, their names must be provided shortly after the time of entry to ensure the correct accreditation is given to them on arrival.

Lead Coaches entered onto the event entry MUST be the same ones attending the event. It is unacceptable to enter a coach you know will not be attending.

Lead & Supervised Coaches have a duty of care towards their performers and have responsibility to ensure that they are both qualified and competent to teach at the appropriate level, as well as ensuring that the participant is adequately prepared, physically and psychologically, for performing their routines in an event situation.

Additional Assisting Coaches (Level 1 and above) may be accredited, at the discretion of the Organiser, to be present in the event warm up & performance areas to assist with the pastoral care of the gymnasts. Assisting coaches may not coach the gymnasts unless they fulfil the requirement of holding a recognised qualification suitable to the level of skills being performed.



If it is found that a club is in breach of these policies British Gymnastics reserves the right to reject an entry on the grounds of gymnast safety.

Additional Chaperones may be accredited; at the discretion of the Organiser, to be present in the warm up arena to assist with the pastoral care of the gymnasts. Chaperones may not coach the gymnasts.

### **Safeguarding**

All Coaches are required to hold a current British Gymnastics specific DBS certificate, or Home Nation equivalent, and have current Safeguarding & Protecting Children Awareness training at the time of the event. Coaches who do not fulfil this requirement will not be accredited or allowed to participate at British Gymnastics Events.

All Gymnasts must have an accredited coach present within warm up & performance areas at all times. If a Gymnast attends an event without a Coach they will not be allowed to participate.

- The safeguarding courses recognised by British Gymnastics are:
- Sports Coach UK (scUK) Safeguarding Awareness course.
- Local Safeguarding Children's Board (LSCB)
- Football Association (FA) safeguarding training
- Professional prior learning i.e. Social Worker, Teacher etc.

This must be renewed every three years and be valid both at the time of entry and through to the end of the Event. For members who have previously completed a face to face course an online refresher update course is available. Coaches are responsible for checking the expiry date of their safeguarding and ensuring they have sufficient time to renew their award prior to the closing date of the event.

Coaches must also have a valid [Criminal Records Certificate](#) both at the time of entry and through to the end of the Event before being allowed to officiate at a British Gymnastics Event.

### **Nationality**

Participation in all British Gymnastics Events is subject to the requirements of membership, club/regional registration and other conditions of entry.

In addition, the following regulations concerning Nationality are applicable to British Gymnastics' Northern Ireland Festival: Team entries from clubs affiliated to other federations will be considered on a case by case basis. In this circumstance, permission must be sought and granted from the clubs home federation before an entry will be accepted. Appropriate membership for all participating coaches & gymnasts and proof of appropriate insurance must also be provided in order to successfully complete an entry. It is the responsibility of the person making the Competition entry to ensure that all of the gymnasts have declared their nationality within GymNET online membership portal.

British Gymnastics & the event Organiser reserves the right to invite teams from foreign countries to attend Gymnastics For All & Festival events.



In addition to the above; Teams from clubs affiliated with other federations keen to take part in British Gymnastics – “Gymnastics for All” events that are not affiliated with British Gymnastics will be charged an administrative fee of £5.00 per entrant/team member in conjunction with the advertised entry fee to take part in the event.

### **Policy for the Participation of Trans People in Gymnastics Competition**

For information on Transgender, please refer to the British Gymnastics Transgender Policy which can be found [here](#).

## **Entry Process**

Entry to National British Gymnastics Events are Online only. Complete instructions for adding an entry via the GymNET online Entry Portal are available to download from the [British Gymnastics website](#).

All entries must be fully submitted electronically to British Gymnastics by the stipulated closing date and time.

Leisure Centre Partners, Partner Schools & non-British Gymnastics affiliates should contact the Organiser to discuss making their entry.

Entries will be accepted on a ‘first come, first served’ basis with a provisional limit of two team performances per club.

The Organiser reserves the right to close entries to an event before the entry closing date if the maximum capacity for the event has been reached. In such cases clubs wishing to, may be placed on a reserve list to fill any potential spaces within the event following a withdrawal.

### **Disability Gymnastics**

British Gymnastics Festival events are open to all participants (both disability specific teams and mixed ability teams alike). All team managers and coaches must inform the Organiser if any gymnasts or coaches have medical conditions that might require special consideration at British Gymnastics events. This information should be shared with the Organiser at the point of event entry and will enable the Organiser to make the necessary adjustments (where reasonable and possible) to cater for the additional needs of each person.

### **Method of Payment**

Payment can be made by Debit Card, Credit Card or BACS payment. BACS payment however may slow the entry process. Payments should be received by British Gymnastics within 48 hours of the entry being submitted.

**Entry fees are non-refundable after the closing date.**

### **Late entries**

Late entries will only be considered in exceptional circumstances.



**In the unlikely event of a late entry being accepted, payment of two times the normal entry fee stated for the event will be required.** However, the late entry payments will be capped at £1000 (i.e. the additional payment over and above the normal entry fee per gymnasts / partnership / group / team will be capped at £1000).

Late entries must be made in writing to the British Gymnastics Event Organiser for consideration. The Event Organiser will have absolute discretion whether to accept a late entry. Applications will normally only be considered up to 7 days after the closing date.

Late entry requests may be placed on a reserve list and clubs notified if their entry is accepted following a withdrawal.

### **Withdrawals and Substitutions**

Amendments to an entry before the closing date will not incur a penalty and in the case of withdrawals, the entry fee will be refunded. Entry fees are non-refundable after the closing date.

If a club wishes to make a substitution (due to the withdrawal of a previous entry) of a participant the request must be made in writing to the British Gymnastics Events Organiser after the event has closed. They can only do so up to one week before the event. Substitutions will not incur a fee however there is no guarantee that participation certificates with the substitutes name will be available on the day of the event. Where it is necessary to substitute a coach the club must inform the British Gymnastics Events Organiser, so the coach can be checked for membership, awards and safeguarding, before they can be accredited for the event.

Where, through unforeseen circumstances, this is not possible or, where information has not previously been supplied, the substitute must inform the Organiser immediately on arrival at the venue and produce their coaching award certificate, current British Gymnastics membership card and a current British Gymnastics specific Criminal Records Check certificate.

## **Terms and Conditions of Entry to All Competitions and Events**

In addition to British Gymnastics General Rules & Regulations -

- All entrants agree to be treated by British Gymnastics appointed medical staff only and be bound by the decision of British Gymnastics medical staff in relation to their ability to participate in the event.
- You agree to abide by the British Gymnastics Photography at Gymnastics events policy.
- The person making the online entry on behalf of gymnast(s), a club or a region, undertakes to ensure that those who they are making an entry on behalf of are fully aware of and agree to abide by the contents of this handbook.

### **General Regulations**

Coaches must make adequate provision for the supervision of their gymnasts upon arrival at the venue. Gymnasts will not be allowed to register or begin warm up without their coach present.



### **Registration**

Coaches are only to register their Gymnast(s)/Club/Teams when those participating in that section of the event have arrived at the event and intend to take part. Please inform the registration desk of any withdrawals as soon as possible.

During registration accreditation/passes will be issued. Abuse of accreditation/passes may result in disciplinary action taken by British Gymnastics.

### **Order of Performance**

The order of competing for individual events and team events shall be decided according to the event arrangements made by the Organiser or such officials as may be authorised by British Gymnastics. For the purpose of maintaining the smooth and timely running of the event, or where the safety, security and good performance of the gymnasts is a concern, the Organiser reserve the right to alter the grouping of gymnasts and/or running order of performances as may be deemed necessary by the Organiser or authorised officials, up to the start of warm up period.

Wherever practical the Organiser shall produce and circulate to all participating clubs a provisional start list and running order for an event at least 2 weeks before the day thereof.

### **Apparatus**

At the Northern Festival the performance floor will be a non sprung floor area. The size of the floor area will vary depending on the performance space available at the venue.

The only equipment provided at the event will be floor matting. If a team wishes to use other equipment they can submit a request to the British Gymnastics Event Organiser that the equipment is provided. To do this they must contact [mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org) with their request by the event entry closing date. British Gymnastics cannot guarantee that the equipment will be available however will work with the venue to obtain it, where possible. If British Gymnastics cannot provide the equipment, the club will be informed as soon as possible and it is then the responsibility of the club to provide the equipment they need on the day. Any club wishing to bring additional equipment must put their request in writing to the British Gymnastics Events Department at least 4 weeks prior to the event. It is the club's responsibility to make any transport / parking arrangements, there is no guarantee parking will be available onsite for vans / trailers etc. It is also the club's responsibility to provide the Event Organiser with a Risk Assessment, Equipment Check and Method Statement. This form can be obtained by contacting the British Gymnastics Event Organiser. Equipment will not be allowed on the performance area without this paperwork. The Event Organiser reserves the right to refuse permission to use equipment that is not deemed fit for purpose.

### **Music**

All music for competition or display routines must be uploaded onto the GymNET portal at the latest four weeks before the event date (see page 1 for specific time and date).

Instructions for submitting music electronically may be found within the [Online Entry Guide](#)





### **Late Music Submission**

Late submission of music will attract a fee of £20.00 per team. This fee will be added to your club basket. Music not uploaded by the deadline cannot be guaranteed to be uploaded on the day.

### **Music Licensing**

All music used to accompany routines must conform to the relevant licensing requirements. Details may be found at the following link.

Please note that teams can use certain tracks belonging to Walt Disney, Andrew Lloyd Webber and Cirque du Soleil but coaches/team managers need to check on the PPL website if the track is included within their repertoire.

To check if a specific track is permitted please use the following link to the [PPL UK website](#):

At the bottom of the page click on 'PPL Repertoire Search' enter the artists name and title. Any music listed as part of the search can be used. If a specific track is not included within the listed tracks the club/team would have to apply directly to Walt Disney, Andrew Lloyd Webber or Cirque du Soleil to gain permission to use the track, however there is likely to be a cost involved.

### **Length of routines**

Team routine length must be as follows:

Up to 10 gymnasts – maximum of 4 minutes

11 - 50 gymnasts – maximum of 6 minutes

51+ gymnasts – maximum of 8 minutes

Teams attending an international festival as part of the British Gymnastics delegation may be required to have different routine lengths to those stated above for their performance. In this instance, and in the year preceding the international festival only, they will be permitted to extend the time needed for their performance. For verification teams must let the Event Organiser know when they submit their entry if this is applicable (to be considered on a case by case basis).

### **Warm Up Hall**

Access to the warm up hall will be limited to the appropriate number of Coaches/Chaperones as defined within the team entry for each event. Abuse of accreditation may result in disciplinary action being taken by British Gymnastics.

A sprung floor area will be provided in the warm up hall. This may not be the same size as the performance floor area and it will not be possible to use large equipment (vaults, trampettes) in the warm up hall. It is expected that teams use the Warm-up Hall for pulse raising exercise and practising individual skills. It is not expected that a full routine will be performed in this area as gymnasts should be prepared, knowing the routine and skills before the event date.

### **Food & Drink**

There may be restrictions within the performance areas with regards to food and drink. This is to



manage food intolerances and allergies. You will be made aware if this is the case in any following event information.

### **Babies & Young Children**

In the interests of safety, for the smooth running and professional presentation of the events, babies and young children who are not performing in the event, are not permitted to enter the warm up hall or performance area (except in the spectator area), even if they are being supervised by an adult.

### **Medical Provision**

Anyone requiring First Aid assistance should speak to either the Organiser or British Gymnastics medical team. It is recommended that all coaches have a First Aid kit with them for minor injuries.

At all British Gymnastics Events an official medical team will be appointed and will be available to treat gymnasts who sustain an injury at the event. The medical team are not able to treat pre-existing or chronic injuries.

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

The decision of the Organiser based upon the recommendation of the British Gymnastics appointed medical officer as to the gymnast's health and medical status and their ability to actively participate at the Event is absolute and final.

### **Privacy**

[British Gymnastics Privacy Policy](#)

At many events, British Gymnastics may produce event merchandise (e.g. event t-shirts). These may include the names and/or clubs of the gymnasts taking part.

Where competing gymnasts have a disability, it may be necessary to share the details of this disability with Performance staff and the Technical Committee in order to discuss if modifications to rules and processes are appropriate arising from this disability.

The scores, results and "Judgecam" videos from British Gymnastics events, where British Gymnastics Score is present will be made available in the British Gymnastics Score App and also published on the British Gymnastics website in the specific event page.

### **Video, Film and Photography**

If you agree for your club to enter you into a British Gymnastics competition or event, we will use your personal information to confirm you have been entered into the correct category and to enable you to participate in the event. At all British Gymnastics events filming and photography by British Gymnastics accredited photographers and the media may take place. In some cases, the events will be videoed and/or live streamed by BGtv. Images taken at our events may be used by British Gymnastics, BGF and GEL for the purposes of promotion, education and development of the sport. They may also be shared with relevant third party organisations for journalistic/promotional



purposes. The results of British Gymnastics competitions are published and videos of routines performed by participating gymnasts are made available for viewing by British Gymnastics members.

Any gymnast or parent who does not wish themselves or their child to be photographed/filmed at the event must advise the British Gymnastics Event Organiser. Although it is not always practical to manage the content of live streamed footage, we will ensure any identifiable images of the participant are not published.

Any person wishing to use video, film or take photographs must abide by the [British Gymnastics Photography at Gymnastics Events policy](#). Photos may only be taken for personal use. Unless specifically accredited to do so, you may not take photos for sale, other commercial use, or publication in printed or electronic form, such as on websites. Clubs may publish some photos but this may only be done in accordance with [British Gymnastics Safeguarding & Protecting Children Policy](#).

Flash may not be used at any time while gymnasts are warming up or performing.

If you have concerns about the identity or actions of any photographer or if you believe that any unsuitable photos are being taken, you should report your concerns to the Event Organiser.

### **Health & Safety**

The health, safety and welfare of all participants (gymnasts, coaches and officials) is the primary consideration. All British Gymnastics policies and procedures will be rigorously applied with regards to health, safety, welfare and Safeguarding & Protecting Children

### **Overnight Stays**

Government legislation requires that when a club takes a gymnast(s) under the age of 18 years on a journey involving an overnight stay, the club must ensure that there is a designated trained person responsible for child protection on the trip. To adhere to the CPSU child protection standards this person must not be related to or in a relationship with the coach attending the trip.

The training for the designated person should be British Gymnastics recognised Safeguarding and Protecting Children Awareness training or Home Country equivalent.

To enable you to have adequate insurance cover when taking gymnasts to an event (home/abroad), British Gymnastics is obliged to approve your arrangements. Please complete the relevant forms which can be found on the [British Gymnastics website](#).

For Overnight Trips the appropriate form needs to be completed in full and sent to British Gymnastics **at least four weeks** prior to travel so we can get your trip approved and endorsed by our insurers. Failure to inform British Gymnastics of **any** overnight stays may invalidate your insurance.

Please note that the British Gymnastics Membership Insurance does not cover Travel or Emergency Medical Expenses, we therefore recommend that where necessary you take out additional Travel Insurance.

### **Gymnasts Attire**

Gymnasts can wear costumes and do not have to wear leotards as long as their clothing is safe for the



skills being performed, does not restrict movement or obscure vision and is suitable for a family audience.

Long hair should be tied back so as not to obscure vision. Hair clips, slides, bands, ribbons and all other character hair accessories, if worn, must be secure.

All jewellery must be removed. If it is impossible to remove items of jewellery they should be taped. Exceptions are as per [British Gymnastics Body Piercing and Adornments policy](#).

The Organiser reserves the right to refuse access to participate if gymnasts attire is deemed unsuitable or unsafe for gymnastics activities. *If in any doubt whilst planning and designing costumes, please make contact with the Organiser in advance of the event.*

### **Coaches Attire**

Coaches must wear suitable attire i.e. tracksuit bottoms, t shirt and appropriate gym/training shoes.

Long hair should be tied back so as not to obscure vision.

Coaches should ensure that all jewellery is removed. If it is impossible to remove items of jewellery they should be taped. Exceptions are as per [British Gymnastics Body Piercing and Adornments policy](#).

Non-compliance may result in removal of the coach/participants and consequently, for Health and Safety reasons, their team participants from the event.

For gymnasts and coaches chewing gum is not allowed at any phase of the event.

### **Coaches Participation**

Coaches are not permitted to participate in team performances.

The spotting and supporting of safe and well prepared gymnastics skills and routine elements is permitted. However, the Organiser reserves the right to enforce the removal of unsafe or dangerous practices and elements from team routines. Coaches are encouraged to prepare their teams to independently perform with limited direction or guidance on the day of the event. Where possible coaches should remain out of sight in the wings of the stage/performance area and will not be permitted to jump off the stage to position themselves centrally in front of the audience as this does not comply with health & safety regulations and potentially obstructs spectators view of team performances.

Non-compliance may result in removal of the coach/participants and consequently, for Health and Safety reasons, their team participants from the event.

*If in any doubt whilst planning team routines, please make contact with the Organiser in advance of the event.*

### **Special Effects**

As a matter of course theatrical special effects will be used throughout the festival event. This will include the use of theatrical lighting, smoke, haze, video projection and sound effects.

Coaches & Team Managers wishing to use special effects or those who have special requests need to submit these in writing (as part of the team information sheet or by making direct contact with the Organiser) at least four weeks in advance of the event. Requests will be considered and assessed with the venue and event technicians for feasibility. Please note that it may not be possible to fulfil all requests.

Teams with gymnast participants or coaches with specific medical requirements in relation to special effects need to detail their personal requirements or issues with the Organiser five weeks in advance of the event. It is the Team Manager / Coaches responsibility to inform the Organiser of all such issues to ensure the safety and wellbeing of team members.

The use of any pyrotechnics or substances that may be deemed as hazardous is strictly prohibited.

### **Props & Theatrical Aids**

Coaches & Team Managers wishing to use props or theatrical aids as part of their team's performance are permitted to do so. Please ensure you give consideration as to the appropriate nature of the props given the family orientated audience that will be spectating.

The Organiser reserves the right to enforce the removal of unsafe or dangerous practices and elements from team routines. It remains the responsibility of the Coach & Team Manager to transport, unload, load, position and check all props & theatrical aids. If making props, please consider the materials you use and the general structure to ensure it is easily moved, has no sharp or protruding edges or fixings and will not leave debris / splinters when it is removed from the floor. All props & theatrical aids must be carried into and out of position, not dragged across the performance floor. Please ensure details of your props are included within the team information sheet submitted including the size and weight to ensure safe passage can be made from loading areas to the performance area. All props should comply with the relevant health & safety and fire regulations for use in public buildings.

Consideration must also be given to ensure the good health, safety & general wellbeing of all participants while using props or theatrical aids. The usual high standards of good coaching practice must be observed in compliance with British Gymnastics regulation.

Non-compliance may result in removal of the coach/participants and consequently, for health and safety reasons, their team participants from the event.

*If in any doubt whilst planning team routines, please make contact with the Organiser in advance of the event.*

### **Spectator Ticket Information**

Spectator ticket information can be found on the specific event page within the event finder section of the British Gymnastics website.

Please be aware that booking fees and theatre levy fees may apply to ticket purchases, please refer to the specific box office terms and conditions for further information.