



# **Allegro GA**

# **Display Festival 2020**

Host club – Allegro Gymnastics Academy

Festival Organisers' name: Jack Duggan and Alison Hickling



## About

### Host club

We provide many different sessions including General gymnastics, preschool, disability, adult classes, team gym, Gym Fusion, freestyle, cheerleading.

Allegro is a fun, structured, motivational gymnastics for all ages and abilities, including adults!

For the dancers out there, we will also be providing Trick classes to improve your routines with qualified gymnastic coaches.



### British Gymnastics

British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

British Gymnastics provides a national directive and structure for the sport; delivering a range of opportunities across the age spectrum to take part and stay in gymnastics, as well as developing talent and delivering top-level success.

The British Gymnastics strategy aims to meet the following vision and core purpose:

- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.



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## Festival details – Overview

Welcome to the **Allegro GA Display Festival 2020**, within this pack you will find all the details to participate within our Display Festival, support by British Gymnastics.

The aim of Display Festivals is to allow gymnasts from British Gymnastics registered clubs, near and far, new and experienced to show off their skills and displays to small – medium sized audience within a friendly no pressure environment.

These types of events are very similar to those that majority of clubs' host annually e.g. summer display and Christmas display/concert; but the difference with these events is they just allow other clubs to join in the fun and games.

### Who can enter?

This display festival is for:

<b>Gender</b>	Boys and Girls
<b>Age</b>	Gymnasts of all ages can enter.
<b>Ability</b>	This event is open to all abilities.
<b>Club, County, Region</b>	This is open to all British Gymnastics registered clubs.

### Time and date

<b>Date(s):</b>	23/02/2020
<b>Estimated start time: *</b>	9:00
<b>Estimated end time: *</b>	13:00
<b>Programme circulation:</b>	13/02/2020

**\*Note:** The start and end times are estimated and subject to change pending entries received. Maximising your experience is vital, please be patient with the Festival Organiser.

### Venue and address

<b>Venue name:</b>	Allegro Gymnastics Academy
<b>Address and postcode:</b>	2a Birkdale Road, Scunthorpe, DN17 2AU
<b>Google maps link:</b>	<a href="https://www.google.com/maps?q=DN17+2AU">https://www.google.com/maps?q=DN17+2AU</a>



### Theme

<b>This event has the following theme:</b>	No theme
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### Entry costs overview – Clubs, Gymnasts, and Spectators

<b>Cost per gymnast:</b>	£10.00
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<b>Also required as part of entry:</b>	<b>Volunteers</b>
	If you have anyone that can support that would be great.

<b>Cost per spectator:</b>	<b>Adult</b>	<b>Child (under 16 years)</b>	<b>Infant (under 5 years)</b>
	£4.00	£2.00	£0.00
	Spectator fees are paid on the day of the event, on arrival to the venue.		

Please be aware, there is limited seating. Please speak with the Festival Organiser if you have a large group of spectators attending.

Any gymnasts, coaches, or spectators requiring additional requirements please state on the entry form.

### Entry method and closure date

<b>Entry method:</b>	Email – <a href="mailto:jack.duggan@british-gymnastics.org">jack.duggan@british-gymnastics.org</a>
<b>Entry opening date:</b>	23/12/2019
<b>Entry closure date:</b>	26/01/2020

#### Note:

- The Festival Organiser holds the right to close the entry period early if the maximum entries have been reached.
- Disability entries to use the disability tab of the entry form

### Payment method

<b>BACs transfer:</b>	
<b>Name:</b>	Allegro Gymnastics Academy
<b>Account number:</b>	68715366
<b>Sort code:</b>	08 – 92 – 50





<b>Reference:</b>	Allegro Festival [club name]
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Please ensure the correct amount is paid upon entry. Without payment, entry **will not** be counted.

Upon entry please state when you will expect payment will be received by the hosting club, as this can affect organisation planning, and would be greatly appreciated.

### Key contacts

#### Contacts for this event




<b>Competition Organiser:</b>	Jack Duggan	07584517635	<a href="mailto:Jack.duggan@british-gymnastics.org">Jack.duggan@british-gymnastics.org</a>
<b>Venue contact:</b>	Allison Hickling	07548313745	<a href="mailto:allegrogymnasticacademy@gmail.com">allegrogymnasticacademy@gmail.com</a>
<b>British Gymnastics Competition Coordinator:</b>	Jack Duggan	07584517635	<a href="mailto:jack.duggan@british-gymnastics.org">jack.duggan@british-gymnastics.org</a>
	Karen Colman	07584515030	<a href="mailto:karen.coleman@british-gymnastics.org">karen.coleman@british-gymnastics.org</a>
	Polly Hucker	07584515030	<a href="mailto:polly.hucker@british-gymnastics.org">polly.hucker@british-gymnastics.org</a>

#### Keeping in 'the loop'

- **For general updates to this event** – Register your interest within the Competition Organiser
- **For ongoing event updates** –
  - Log into your Membership on the British Gymnastics and amend your 'Preference' within the GymNet section.
  - Follow the various Facebook pages (click image for direct link to page):





 <p>British Gymnastics WEST MIDLANDS INFORMATION FOR CLUBS, COACHES AND OFFICIALS</p>	 <p>British Gymnastics EAST MIDLANDS INFORMATION FOR CLUBS, COACHES AND OFFICIALS</p>	
 <p>British Gymnastics LONDON INFORMATION FOR CLUBS, COACHES AND OFFICIALS</p>	 <p>British Gymnastics EAST INFORMATION FOR CLUBS, COACHES AND OFFICIALS</p>	
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## Entry details

Please see the following sections for initial details regarding entries:

- [Entry costs overview - Clubs, Gymnasts, and Spectators](#)
- [Entry method and closure date](#)
- [Payment method](#)

### Late entries

Entries received after the entry closure date may incur the following administration charge:

<b>Late entry fee:</b>	No late entries
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If you believe your entry will be late, please contact the Festival Organiser to discuss your situation. Each case is taken on individual basis.

### Changing of a gymnast involved in the festival

#### Pre-event entry closure

If a gymnast is unable to attend the event for a specific reason (injury, illness etc.) then you are welcome to transfer (change) the gymnast so you maximise the opportunity for your club.

- Not submitted your entry yet? – You can manually amend your entry form.
- Submitted and/or paid for your entry? – You will need to email the Festival Organiser to request a transfer in gymnast, as this must be done manually.

#### Post event entry closure

Contact the Festival Organiser to discuss your individual situation and the stage of event organisation. It may be too late to alter/re-do any preparation that has been completed for the big day.

If a transfer is accepted and must be done manually, the Festival Organiser will need the following details of both the old and new gymnasts:

- Full name
- Date of birth
- Membership number
- Category – Level and Age

### Withdrawal of entry

To withdraw a gymnast please email the Festival Organiser with the following details:

- Full name
- Date of birth
- Membership number

- Category – Level and Age
- Reason for withdrawal

### Fees to withdraw

If the withdrawal is:

- **After the closure date** – Full cost of the entry fee.
- **Before submission of the entry** – No fee has been charged.
- **Before the closure date** – No fee will be charged as part of consumer rights.

### Confirmation of entry

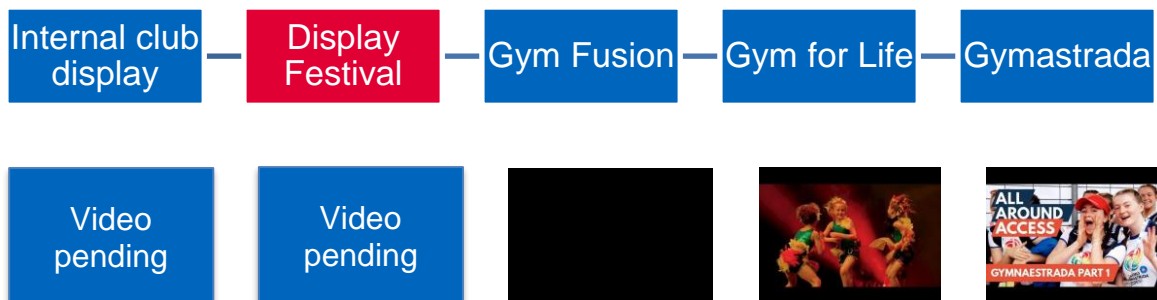
Upon entry and payment of entry; you will receive a confirmation email for your entry.

## Structure and programme

### Level and pathway

**Festival level:** Display Festival

**Festival pathway:** The following diagram provides a generic overview of the pathway this type of event has.



The segments highlighted in red is which this event is focusing on.

### Confirmation of programme

After the entry closure date, the Festival Organiser will finalise the festival programme/running order and circulate this with all clubs involved.

If you haven't received an email of the festival programme five days prior to the festival start date, please contact the Festival Organiser.

**Note:** Sometimes emails can get moved to 'junk mail' boxes without our knowledge, please check prior to contacting the Festival Organiser.



Part of the entry form requires you to state the experience of the team within festivals previously. This is to allow a strategic programme creation to maximise the entertainment of the event. If you wish to be placed in a specific time slot, please state within your entry (we shall try to accommodate all entries as much as possible but can't guarantee specific timings).

### Pre-planned structure of the festival

Below is a guide of the structure of the festival, this will be adapted and confirmed after the closure date.

**Note:** Some festivals may be broken up into separate smaller festivals to suit the number of entries, for example a morning and afternoon festival using the same templated programme.

Activity	Estimated time
Arrival	9:00
Registration	9:00
Door open for spectators	9:00
General warm up	9:15
Festival begins	9:30
Performances including change over, intervals	
Presentation	12:00
Photo opportunity	12:30
Festival ends	13:00

### Adaptations: Disability and Mainstream

When deciding with your gymnasts if they wish to enter a display festival, you need to discuss if they any adaptations.

To support gymnasts, integrate into mainstream gymnastics, there can be certain adaptations to support their individual needs.

If you would like to discuss any possible adaptations prior to entering this event, please contact the Festival Organiser as each situation is decided on an individual basis.

### Rewards and gifts

As part of this festival **every gymnast** will receive:

Participation certificate

Gift / Prize

### Performance details

#### Warm up

There **isn't** a warmup hall for the gymnasts. The programme will include a general warm up at the start of the festival.



Attempts/timings subject to change at the Festival Organisers discretion.

### Music and PPL licence

#### Music requirements for this event

<b>Music is required for this event</b>	Music can contain lyrics but must be of suitable as this will be a family event.
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#### Pre-event music requirements

<b>Music submission date deadline:</b>	14/02/2020
<b>Music submission method:</b>	Email / Online transfer – <a href="mailto:jack.duggan@british-gymnastics.org">jack.duggan@british-gymnastics.org</a>
<b>Music format:</b>	MP3 / MP4

Music submission must include the:

- Club
- Team/Gymnast name

Please ensure you are aware of the stipulations placed on the event and all clubs wishing to use music, by PPL.

If you wish to use music in your gymnastics environment, you require a PPL/PRS licence. More information can be found: <http://www.ppluk.com/I-Play-Music/Businesses/>

To check your music is permitted for use, the PPL UK website lists online all the music that can be used:

[https://repsearch.ppluk.com/ars/faces/pages/audioSearch.jspx?\\_afLoop=12521061282463709&\\_afWindowMode=0&\\_adf.ctrl-state=27kf5b2cs\\_4](https://repsearch.ppluk.com/ars/faces/pages/audioSearch.jspx?_afLoop=12521061282463709&_afWindowMode=0&_adf.ctrl-state=27kf5b2cs_4)

No Walt Disney, Andrew Lloyd Webber or Cirque de Soleil music is permitted.

#### Event day music requirements

Please ensure you bring a copy of your music on the day. Ideally within the following formats:

- Device that has a Aux point

Please note that although very-low risk, any damages are your own responsibility and not the host or the Festival Organisers.

The host venue will also be abiding by the PPL/PRS licencing laws. Therefore, their maybe background music being played to help create a calming atmosphere. This will be the Festival Organiser/venue representatives' discretion.

#### British Gymnastics guidance on PPL/PRS

Within the above information there is some guidance/useful links taken from the British Gymnastics website. For full details please go to <https://www.british-gymnastics.org/clubs/club-membership/music-licensing-ppl-prs>

### Performance slots

Performance slots are set at **up to 8 minutes**.

Setting up and down time slots are set at two minutes each way (additional to the above performance time).

If you require a longer time slots, please contact the Festival organiser.

### Lining up

Please ensure that at the following times the gymnasts line up and present to the audience:

- After their performance
- During the awards ceremony

### Skill requirements and routines


The only restrictions on skills that can be performed are those which the supervising coach can deliver as part of their British Gymnastics qualification.

Therefore, each display can be made up of a wide range of skills and movements which are covered within your British Gymnastics insurance. Be creative as possible with your skill set.

It is recommended that gymnasts are competent to perform the skills and don't try to 'throw' the skills on the day. We would like to reduce the risk of injuries where possible.

### Apparatus

The following equipment and apparatus will be available for use during this festival:

Apparatus	Specific use for	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor	All displays	T2K	12m x 12m	





Various safety mats	All displays	Various	Please contact venue contact prior for specifics	
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If you have any specific questions regarding the apparatus, please contact the Festival organiser.

If you have any specific equipment that you would like to bring and requires access details, please contact the venue directly.

Coaches for each team will be required to support the erecting and dismantling of equipment/apparatus for their teams' performance. Each team will get time before and after to do this. If more time is required, please contact the Festival organiser.

## Club, school, and leisure centre requirements

The following table provides information on the level of British Gymnastics membership each gymnastics environment requires to enter this event:

Environment	Club	School	Leisure Centre
Level of membership	BG Club membership	BG Club membership	BG Club membership
Further details can be found on the British Gymnastics website - <a href="https://www.british-gymnastics.org/clubs/club-membership/fees">https://www.british-gymnastics.org/clubs/club-membership/fees</a>			

## Coach and Gymnast requirements

The following table provides requirements for Coaches, and Gymnasts that are to be involved within this event:

Role/ Requirement	Coach	Gymnast
Requirements per club entry	<p>A British Gymnastics Level 2 (and above) coach can take a team of gymnasts into the performance area (minimum requirement).</p> <p>Level 1 coaches can support the lead coach(s).</p> <p>Only those listed on the entry form will be allowed within the performance area.</p>	<p>For everyone's safety, all gymnast must be suitable experienced to perform their chosen skills and routines and must have completed the skill in their own coaching environment to a point of competency.</p> <p>For example, it can't be the first time they have completed the skill.</p>
British Gymnastics ratios	1 coach : 8 gymnasts	
Qualifications	Appropriate British Gymnastics qualifications must be held to deliver the selected skills.	All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.



	<p>All gymnasts can only perform skills that their nominated coach is suitably qualified to coach.</p> <p>The lead coach must be qualified within their display type discipline.</p> <p>Supporting coaches must be suitably qualified.</p>	
<b>DBS</b>	Yes	No
<b>Safeguarding training</b>	Yes	No
<b>Experience and abilities</b>	Experience within delivering/supporting all skills which gymnasts are performing.	<p>Gymnasts must be at a point of competency (within their own environment) to perform their chosen skills and routines.</p> <p>For example; it can't be the first time they have completed the skill.</p>
<b>Membership</b>	<p>Supervising coach = BG Gold, Joint Gold, or Life Member</p> <p>Assisting coach = BG Silver (if level 1), BG Gold, Joint Gold, or Life Member</p> <p>Volunteer = No membership required but must always be accompanied by a named coach</p> <p><a href="#">British Gymnastics guidance</a></p>	<p>BG Bronze gymnast membership</p> <p><a href="#">British Gymnastics guidance</a></p>
<b>Attire</b>	<p>Suitably recognisable by all.</p> <p>Appropriate to spot/support gymnasts during practice and performance.</p> <p>Following BG Education guidance.</p> <p>Can adapt attire to suit if part of the display if doesn't prohibit ability to support etc where required.</p>	<p>Be as creative as possible.</p> <p>Although being sensible with the glitter and any makeup that could damage equipment.</p> <p>Ensure all clothing is safe to perform in.</p>
<b>Payment arrangements</b>	It's not the host clubs' responsibility to financially support the coaches to attend this event.	N/a
<b>Transport arrangements</b>	Clubs and coaches are responsible for organising appropriate transport to and from the event.	



	<a href="#">British Gymnastics guidance</a>
<b>Jewellery and body adornments</b>	British Gymnastics has a strict no jewellery policy during training or performance. Please ensure all piercings and body adornments are removed prior to the display festival.
	<a href="#">British Gymnastics guidelines</a>
<b>Additional requirements</b>	If any anyone has any additional requirements to support their time during the event e.g., they have a disability that requires additional support or consideration by the Festival Organiser. Please add this into your entry.

If requirements are not upheld, then the Festival Organiser has the right to withdraw your (and possibly your clubs') right to step into the performance area.

### Volunteers

Volunteers are to be listed on the entry form to ensure that anyone providing support is allowed within the performance area, including waiting and warm up areas.

Volunteers must be DBS checked and must always be supervised by a qualified coach.

Volunteers are not coaches' and therefore not allowed to 'coach'.

## Facilities on-site

### Spectator area and disabled access

There will be up to x200 seats available on the day and where lots of entries are taken then the day maybe split up to suit demand.

Seating is on the same level as the performance area.

If you require any specific seating requirements, please ensure it is stated on the entry form or the specific person/carer contacts the venue directly prior to the event day.

### Food and drink

There will be hot and cold snacks and drinks sold on the day of the event.

Various stalls will also be there on the day with such raffles etc.

### Toilet and changing facilities

There are plenty of toilets and changing facilities on-site with baby changing.

### On-site entertainment

There isn't a break out area on the day although the great sport of gymnastics will hopefully keep your little ones entertained.

### Car parking

There is plenty of free parking available on-site.

### First aid and welfare

The following provision will be available during this event:

- Trained First aider
- Trained Welfare Officer

These roles will be highlighted during the coaches briefings.

It would be most helpful if the supporting coach from each club is First aid trained (or more) particularly to support their own gymnasts, however this isn't essential.

## Regulations

### Standardisation

Unless stated these regulations have been created to help standardise display festivals within recreational events.

### Etiquette

While display festivals can become competitive, please ensure you support every gymnast, coach and parent/guardian involved. Everyone has been involved at some point and every event is a celebration of those efforts.

It is important that the access to the 'Officials area' (music etc.) is restricted to authorised personnel only.

The Festival Organiser has the right to withdraw any entry/entries where appropriate etiquette and professionalism isn't upheld before, during and after the event. This therefore could affect future attendance at events and become a welfare issue.

### Photography

It is your responsibility as the coach in charge of your entered team/club to be aware, and have records, of anyone that can/can't have their photo/video taken for media purposes. If you have anyone that can't, please ensure the Festival Organiser is aware prior to the date of the event so they can inform the appropriate persons so that any photography/video of them is avoided. **This can be done via the 'Entry form'.**

The following information is taken from the British Gymnastics policies and must be passed onto those who will be representing your club at this event, including spectators. At various points throughout the day the hosting club will also announce this information:

In the interests of child protection, photographs and video may only be taken during today's event in accordance with conditions set by British Gymnastics. Summaries of these conditions are on display and you can see a copy of the full conditions at **reception**. 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 for publication in printed or electronic form, such as on websites.

Some photos may be published by Clubs, but this may only be done in accordance with the British Gymnastics Child Protection Policy.

**There maybe a professional photographer on-site during this event, depending on the number of entries. This will be communicated to the clubs post entry closure.**

If you have any 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 **floor manager/welfare officer**. In the interests of child protection please do let us know of anything that may be damaging to the welfare of a child.

The **use of flash or supplementary lighting is not permitted** while gymnasts are warming up or competing. Please make sure that the flash is turned off on any device being used as your camera.

The **use of live streaming is not permitted** during any part of this event.

When 'posting' images on personal social media please ensure the following to reduce the risk of publication of the image (this isn't the full list but key from the policy):

- **Personal details are kept to a minimum** – Use of their first name only etc.
- **Suitable, sensible, and appropriate image taking/selection** – Avoid such skills as splits and sensitive areas on the body
- **Blur anyone else out of the image** – Use technology to blur others out the image (if you can't, don't take/post the image)

If the Festival Organiser/Welfare Officer suspects inappropriate photography or filming, the Officer/Organiser should exercise their powers under the conditions to request the person to leave the venue and to surrender any film and/or delete any images relating to the event.

For full details please see the British Gymnastics policies:

- **British Gymnastics Photography Regulation** – <https://www.british-gymnastics.org/documents/footer-menu-items/british-gymnastics/3276-photography-policy/file>
- **British Gymnastics Safeguarding Children: Safe environment Policy** – <https://www.british-gymnastics.org/documents/departments/membership/ethics-and-welfare/safeguarding-and-protecting-children/7769-safeguarding-children-safe-environment-06-2016/file>

### Feedback and complaints

All events are set up with the sport at the heart, although finding out how to improve services is key to customer excellence. Your positive and constructive





thoughts how the event/service was organised/delivered would be greatly appreciated; you can do this via either/both:

- **Completing**, our online Feedback Form – <https://www.surveymonkey.co.uk/r/HTKND2D>
- **Contacting**, the Competition Organiser (within five working days of the event date)

## Health and safety

### Overview

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, welfare and safeguarding and protecting children.

The intention of the event is to create a friendly and no-stress/low-pressure environment for all those involved, while allowing gymnasts the opportunity to challenge themselves to do their best. Ensuring the safety of the gymnasts, no matter their age, is a priority in the event set up, programme design, and risk assessment, using the guidance set out by British Gymnastics in its Safe Coaching Practice document – <https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/8851-h-s-guidance-safe-coaching-1/file>

### Risk assessments

Risk assessments have been carried out for this event but if you feel there is something/one that may require additional assessment please contact the Festival Organiser ASAP with specific details.

While risk assessments for the event have been completed, your club is responsible for specific risk assessments related to your club e.g. travelling to and from the event etc.

### Welfare

As part of your risk assessments and preparation for the event, please consider the welfare of individual gymnasts, including such items:

- Clothing not being revealing/embarrassing for males, females, and transgender gymnasts/coaches/judges.
- Age of gymnasts when changing, socialising etc.

The British Gymnastics Health, Safety and Welfare policy has guidance on such areas and there are a few videos/courses which may help you also:

Resource Title	Type	Link
British Gymnastics Health, Safety and Welfare policy link	Policy	<a href="#">Link</a>



Risk assessment training for clubs	British Gymnastics eLearning course	<a href="#">Link</a>
GDPR Data Security	British Gymnastics eLearning course	<a href="#">Link</a>
GDPR Implementation	British Gymnastics eLearning course	<a href="#">Link</a>

### Allergies

As part of the safety for everyone, please ensure you pass on the message to all your coaches, gymnasts, judges, and parents/spectators that any food being brought to the event should be **nut free** and keep in mind any other potential allergies that could be affected by food being brought.

### Emergencies

As part of event, everyone attending must adhere to the emergency procedures and follow the professional guidance of the Festival Organiser and members of staff from the venue. Below is a brief guide of the venue emergency procedures.

In the event of the emergency alarms sounding please evacuate via one of the following routes:

- These will be highlighted on the day during a safety briefing

Coaches are to ensure all their gymnasts are kept together until registered and then handed back to their responsible adult.

### Terms and conditions

By entering this event your club is agreeing to the rules, regulations, and standards within this handbook.

Failure to comply may see your club being excluded from the event without refund.