



Gymnastics for All Derbyshire Display Festival Handbook

Host club – Mickleover Gymnastics Club

Festival organiser name: Clive Mason

**British
Gymnastics**
More than a sport



About

Host club

Mickleover Gymnastics Club was established in 2002 in a primary school hall with less than 30 members. We have since gone on to develop and grow, and in 2009 re-located to our 11,000 sq ft purpose built gymnastics facility. We now have over 700 members and offer a range of disciplines at a variety of levels. We pride ourselves in being a friendly club, and offer gymnastics opportunities from the very beginner level all the way through to elite level.

**Mickleover
Gymnastics Club**



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:

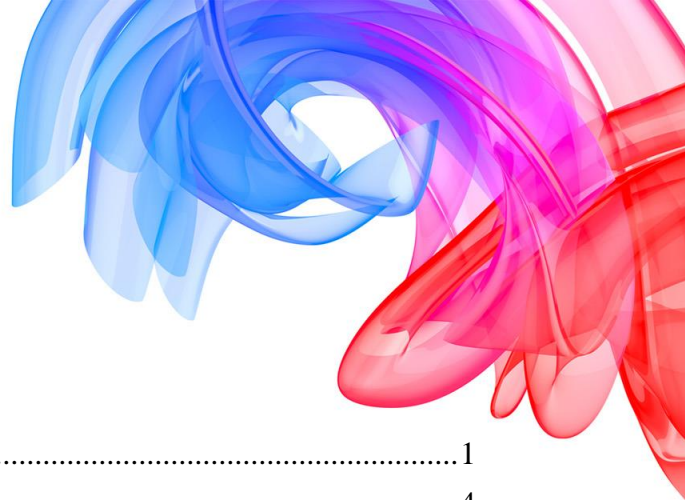
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.

**British
Gymnastics**

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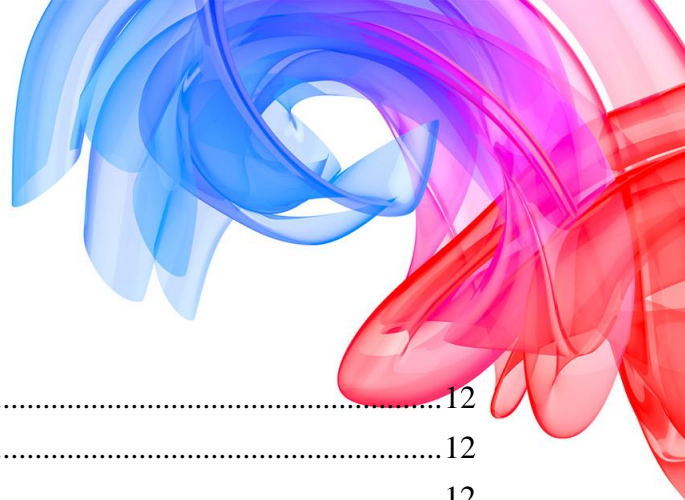
T. 0845 1297129 F. 0845 1249089
E. information@british-gymnastics.org
W. british-gymnastics.org

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Contents

About.....	1
Festival details – Overview	4
Who can enter?	4
Venue and address	4
Time and date.....	4
Level and pathway	4
Theme	5
Entry costs overview – Clubs, Gymnasts, and Spectators	5
Souvenir T-shirt	5
Key contacts.....	6
Entry details	7
Method of entry.....	7
Entry dates	7
Late entries.....	7
Changing of a gymnast involved in the festival.....	7
Withdrawal of entry	8
Confirmation of entry	8
Structure and programme.....	8
Confirmation of programme	8
Pre-planned structure of the festival	8
Rewards and gifts.....	9
Performance details.....	9
Warm up.....	9
Music and PPL licence.....	9
Performance slots.....	10
Lining up.....	10
Skill requirements and routines	10
Apparatus	11
Other key information.....	11
Club membership requirements	11
School membership requirements.....	11



Leisure centre membership requirements	12
Additional requirements.....	12
Coach requirements	12
Coaches required per team.....	12
Qualification requirements.....	12
Payment.....	12
Attire	13
Membership requirements	13
Travel arrangements.....	13
Jewellery and body adornments.....	13
Additional requirements.....	13
Gymnast requirements	13
Experience and abilities	13
Membership requirements	14
Attire	14
Travel arrangements.....	14
Jewellery and body adornments.....	14
Additional requirements.....	14
Facilities on-site	14
Food and drink	15
Toilet and changing facilities.....	15
On-site entertainment.....	15
Car parking.....	15
First aid and welfare.....	15
Regulations	15
Standardisation.....	15
Etiquette	15
Photography	16
Complaints and grievances	16
Health and safety.....	16
Emergencies.....	16
Terms and conditions	17



Festival details – Overview

Welcome to the **Gymnastics for All – Derbyshire Display Festival 2019**, within this pack you will find all the details to participate within our display festival, support by British Gymnastics.

The Display Festivals allow clubs from near and far, new and experienced to show off their skills and displays to a small-medium sized audience. These are very similar to a clubs' annual 'summer display' or 'Christmas display/concert' but allowing other clubs to join in the fun.

Who can enter?

This display festival is for:

This is open to all British Gymnastics registered clubs (all regions).

There are no restrictions on age or ability to attend this event – all are welcome.

From pre-school to 100+ years of age are welcome.

Venue and address

Venue name: Mickleover Gymnastics Club

Venue address and postcode: Unit A1 and A2, Amberley Drive, Sinfin, Derby, DE24 9RE

Link to google maps: <https://www.google.co.uk/maps/place/Derby+DE24+9RE/@52.887082,-1.4887711,17z/data=!3m1!4b1!4m5!3m4!1s0x4879f0c78192cf47:0x17a3eb41d74b5b7c!8m2!3d52.8866354!4d-1.4850206>

Time and date

Date/s: 10th March 2019

Estimated start time(s): 10:00am

Registration and warm up times: These will be sent out with the programme after entry closure.

Estimated end time(s): 2:00pm

Please note: The start/end time is estimated and subject to change. The running order will be circulated before the event but timings may still alter on the day.

Level and pathway

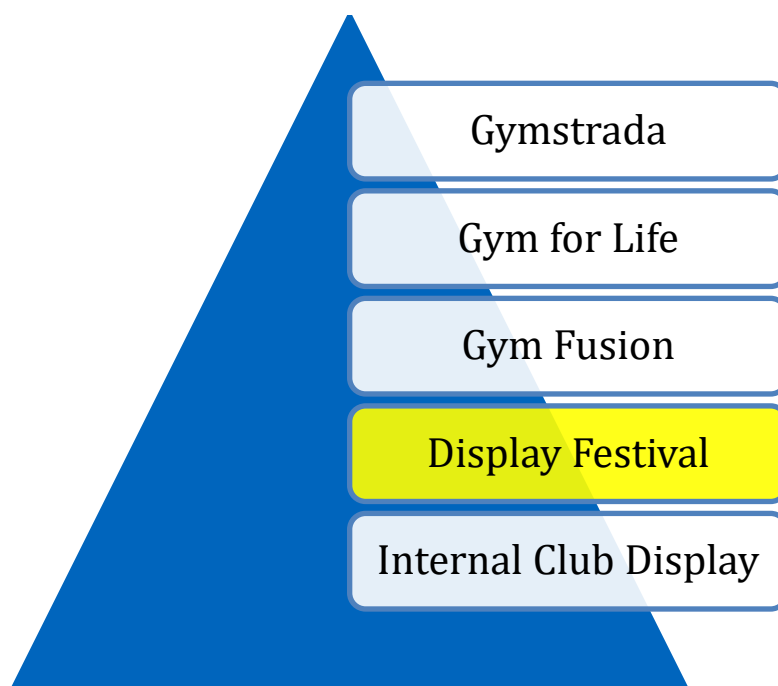
Festival level: Display Festival

Festival pathway:

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The highlighted segment is where this event is aimed at.

Theme

This festival has no theme, let your imagination run wild.

Entry costs overview – Clubs, Gymnasts, and Spectators

Cost per entry: £10.00 per gymnasts.

Cost per spectator:

Adult	Child (under 16 years)
£4.00	£1.00

Note: Spectator fees to be paid upon entry to festival. Seating is limited, please speak with the festival organiser if you have a large group of spectators attending.

Souvenir T-shirt

As part of the entry to this every gymnast will receive a souvenir T-shirt.

This will have a printed design on it to represent the event. Only one colour will be available.

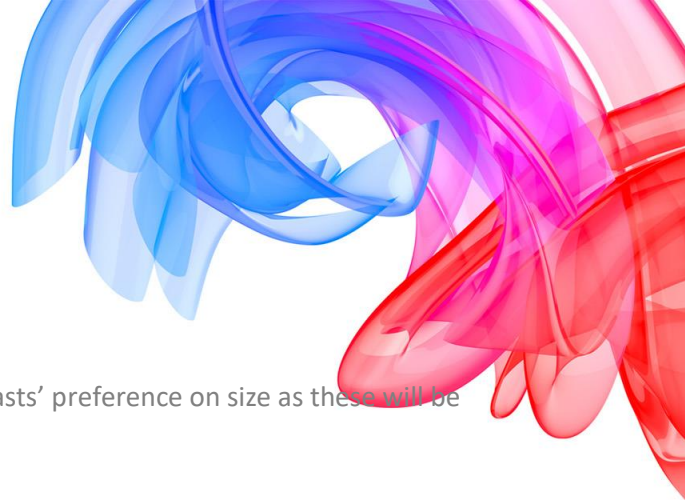
The sizes available are:

- 9 – 11 years
- 12 – 13 years
- Small adult

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As part of the entry form you will be asked for each gymnasts' preference on size as these will be pre-ordered ready for collection during the event.

Key contacts

Festival organiser:	Clive Mason	07906574792	gymtime@hotmail.co.uk
Venue contact:	Clive Mason	07906574792	gymtime@hotmail.co.uk
British Gymnastics Competition Coordinator:	Jack Duggan	07584517635	jack.duggan@british-gymnastics.org



Entry details

Method of entry

You can enter this festival via:

Email – Complete and return the entry form to gymtime@hotmail.co.uk

Method of payment

BACs transfer:	
Name:	Gym Time Limited
Account number:	51297775
Sort code:	40 – 33 – 30
Reference:	Derby Display Fest [club name]

Please ensure the correct amount is paid upon entry. Without payment, entry will not be counted.

Entry dates

Entry opening date: 23rd July 2018

Entry closure date: 8th February 2019

Note: The festival organiser holds the right to close the entry period early, if the maximum entries have been reached.

Late entries

Entries after the closure date may won't be accepted and may incur an administration charge for the refund process.

Changing of a gymnast involved in the festival

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

This can be done anything up until the time of the entry closure date. If this if it is after the entry closure date, please contact the competition organiser prior to discuss the situation. Otherwise you may need to use the [Withdrawal of entry](#) process for the gymnast.

To transfer a gymnast in this festival, please complete and return the 'Transfer of gymnast' form to the festival organiser. This will help keep track and amendments of the running order.



Withdrawal of entry

If you require to withdraw a gymnast, ease complete and return the 'Withdrawal of gymnast/club' form to the festival organiser. This will help keep track and amendments of the running order.

If the withdrawal is:

- **After the closure date** – A fee will be charged, please contact the festival organiser to find out this detail.
- **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

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 pre-planned structure which will be adapted (after the closure date) to suit the number of entries.

Note: Some festivals may be broken up into separate smaller festivals to suit the number of entries e.g. AM and PM.

Activity	Estimated time
Arrival	10:00
Registration	10:00
Door open for spectators	10:00
General warm up	10:15
Festival begins	10:30
Performances including change over, intervals	
Gymnasts tumble/show off favourite skills	13:30

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Presentation	13:40
Photo opportunity*	13:50
Festival ends	14:00

***Note:** Please see the [Photography](#) section of this document for further guidance of why there is an allocated slot for photos.

Rewards and gifts

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

- A medal
- A souvenir T-shirt

As part of this festival **the best performance overall** will receive:

- A Trophy

As part of this festival **the best costume** will receive:

- A Trophy

As part of this festival **the most creative routine** will receive:

- A Trophy

Performance details

Warm up

There is a warm up hall for the gymnasts. The programme will include a general warm up at the start of the festival but also before the performance.

Music and PPL licence

Music is required for this event. Music can contain lyrics, but must be of suitable as this will be a family event.

Where music is required

Please ensure you email any music to the festival organiser at **least two weeks prior** to the festival date. This should state the:

- Club name
- Team name (if more than one team entering from the same club)
- Display name

Please ensure you bring a copy of your music on the day.

If possible to have music converted into a mp4 format to ensure it will play on all mediums.

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Music is required it will be played via **CD-ROM** on the club's sound system.

Please ensure each performance is on a separate CD-ROM.

Please note that although very-low risk, any damages are your own responsibility and not the host club's or the competition organisers.

Please ensure you are aware of the stipulations placed on the event by PPL. Ensure you have checked whether your music is eligible – This can be done online through www.ppluk.com

Where no music is required

Background music may be played to help create a calming atmosphere. This will be the festival organiser/venue representatives' discretion.

Performance slots

Performance slots are set at five minutes.

Setting up and down time slots are set at two minutes each way.

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:

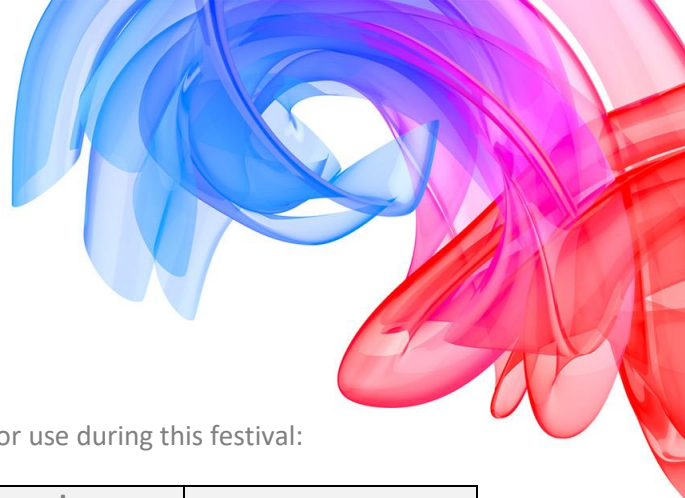
- After their performance
- During the awards ceremony

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	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor	Gym Nova	12m x 12m	
Trampette and TeamGym trampette	Continental	55 series	N/a
Safety mats and blocks	Various	Various	N/a

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 two before and after to do this. If more time is required, please contact the festival organiser.

Other key information

Please ensure a **common-sense approach** is used when **face paint and glitter** is used on arms, legs, faces, hands, and feet etc. This can cause damage to gymnastics equipment and cause high cost repairs to the club.

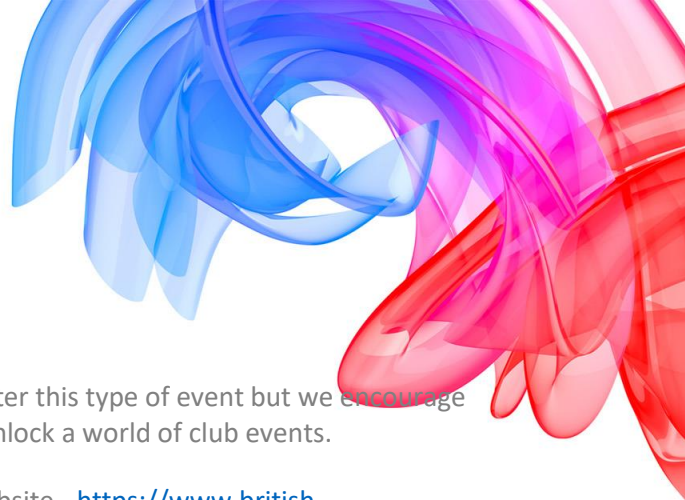
Club membership requirements

To enter this type of event you are required to be a recognised British Gymnastics club.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/clubs/club-membership/fees>

School membership requirements

To enter this type of event you are required to be a recognised British Gymnastics club.



BG School membership doesn't currently insure you to enter this type of event but we encourage you to take the steps to become a BG registered club to unlock a world of club events.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/clubs/club-membership/fees>

Leisure centre membership requirements

To enter this type of event you are required to be a recognised British Gymnastics club.

BG Leisure Centre membership doesn't currently insure you to enter this type of event but we encourage you to take the steps to become a BG registered club to unlock a world of club events.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/clubs/club-membership/fees>

Additional requirements

If any coaches, judges, or gymnasts have any additional requirements to support their time during the festival e.g. they have a disability that requires additional support or consideration by the festival organiser. Please complete the 'Additional support' form.

Coach requirements

Coaches required per team

A British Gymnastics Level 2 (and above) qualified coach can take team of gymnasts into the performance area.

A nominated level 2 coach can supervise a British Gymnastics Level 1 coach with their own team of gymnasts in the performance area – Prior agreement must be gained.

For example; if the hosting clubs' Level 2 coach agreed to oversee a visiting clubs' Level 1 coach and their team on the performance area as long as the skills performed were no higher than what is covered by the Level 1's qualification specification.

All gymnasts can only perform skills that their nominated supervising coach is suitably qualified to coach.

Qualification requirements

Appropriate British Gymnastics qualifications must be held to deliver the appropriate skills. See '[Skill requirements and routines](#)' for further details.

A current DBS must be held.

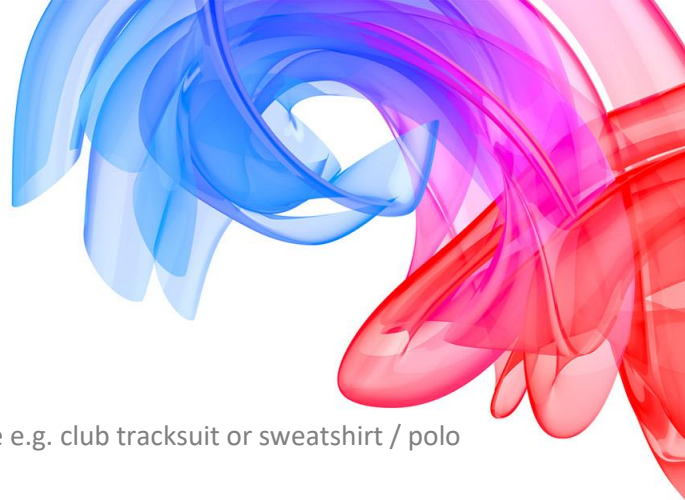
A current recognised Safeguarding Certificate must be held.

Payment

It is the coaches' club responsibility to support the coaches attending the festival financially.

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Attire

Suitable (identifiable) coaching attire outside performance e.g. club tracksuit or sweatshirt / polo top etc.

During the performance the attire will be suitable again – this maybe part of the performance attire.

Membership requirements

Current British Gymnastics coaching membership is required.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/coaching/coach-membership/fees>

Travel arrangements

Coaches are required to organise their own method of transport to and from the festival at the appropriate times.

Timings will be provided by the festival organiser within five days of the festival.

Jewellery and body adornments

British Gymnastics has a strict no jewellery policy during training or performance. Please ensure all piercings and body adornments are removed prior to the festival.

With festivals there is a fine line with 'jewellery' and 'costume', please use your common sense and risk assess the costume on the individual basis to understand that safety of the performers comes first.

See British Gymnastics guidelines for further details - <https://www.british-gymnastics.org/coaching/coach-membership/health-and-safety>

Additional requirements

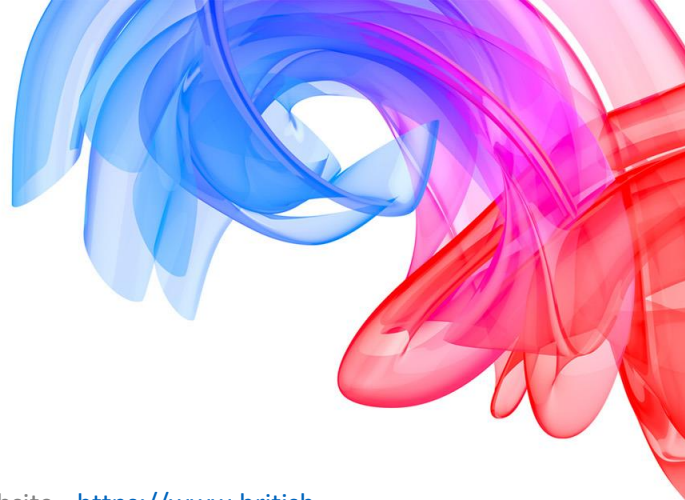
If any coaches have any additional requirements to support their time during the festival e.g. they have a disability that requires additional support or consideration by the festival organiser. Please complete the 'Additional support' form for everyone requiring additional support.

Gymnast requirements

Experience and abilities

For everyone's safety, all gymnasts must be suitably experienced to perform their chosen skills and routines and must have completed the skill in their own coaching environment to a point of competency.

For example; it can't be the first time they have completed the skill. It may be the first time they have competed the skill.



Membership requirements

Bronze British Gymnastics membership is required.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/coaching/coach-membership/fees>

This applies to all gymnasts no matter if from a club, leisure centre, or school environment.

Attire

This will be to suit the display itself.

Please ensure you can clearly identify everyone during all times of the event.

Travel arrangements

Individual clubs and coaches are responsible for communicating and organising appropriate transport to and from the festival. This maybe the gymnasts' parent/guardian or arranged transport.

See British Gymnastics guidelines for further details - <https://www.british-gymnastics.org/coaching/coach-membership/safeguarding-and-compliance>

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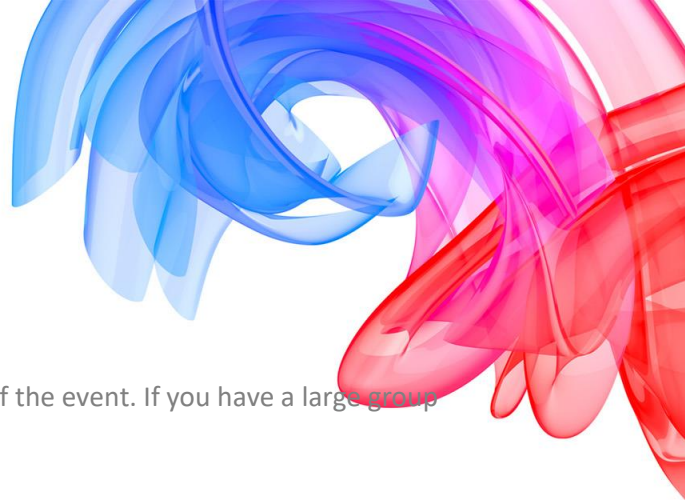
If any gymnasts have any additional requirements to support their time during the festival e.g. they have a disability that requires additional support or consideration by the festival organiser. Please complete the 'Additional support' form for everyone requiring additional support.

Facilities on-site

Spectator area and disabled access

Seating will be located around the floor/performance area. This will be on ground level so no steps/lifts are required.

Disabled seating can be available on request. Contact the venue contact for further details/to arrange specific seating requirements.



Spectator tickets can be purchased from club on the day of the event. If you have a large group please contact the festival organiser to discuss options

Food and drink

There will be hot and cold food/snacks available to purchase on the day.

Hot food includes such items as hot dogs, paninis, bacon baps etc. Please advise spectators to bring change with them to help the café out on the day.

Toilet and changing facilities

There are toilet facilities on-site.

There are baby changing facilities on-site.

Changing facilities are limited and will be provided to those required on the day. Where possible, if gymnasts can come prepared as much as possible ready for the event e.g. no major dress changes (but this isn't impossible on the day if needed).

On-site entertainment

There aren't any break away rooms apart from the café area, although this doesn't contain any floor space to play in for toddlers or babies.

Car parking

There is on-site car parking. Free of charge.

There is also road side parking without restrictions.

First aid and welfare

A trained Welfare Officer will be present throughout the festival – This person will be highlighted during the coaches' briefings.

A trained First Aider will be present throughout the festival – This person will be highlighted during the coaches' briefings.

It would be most helpful if the supporting coach from each club is first aid trained (you can never have enough first aiders on-site), but this isn't essential.

Regulations

Standardisation

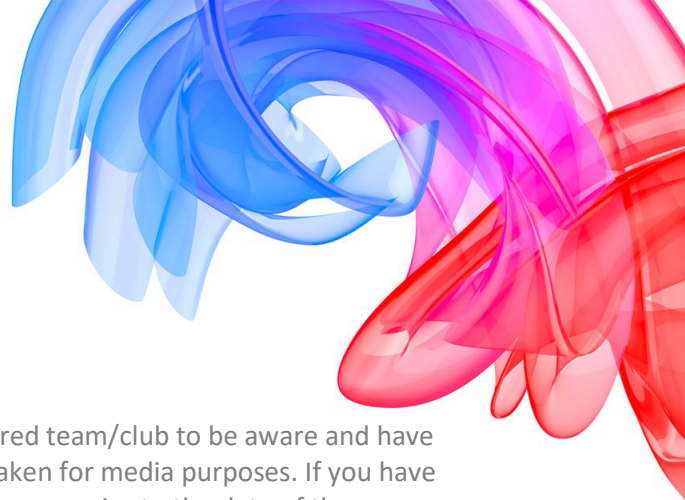
Unless stated these regulations have been created to help standardise festivals within low-level events.

Etiquette

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

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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 make the competition organiser aware prior to the date of the competition for they can inform the appropriate persons at the venue so photo/video are avoided of them.

Further details on how to gain appropriate permissions for photography/video can be found in the British Gymnastics photography policy which can be found online – <https://www.british-gymnastics.org/documents/footer-menu-items/british-gymnastics/3276-photography-policy/file>

At no point should flash photography is to be used as this can affect anyone with epilepsy.

The hosting club will announce throughout the day about photos not to be taken and specific times/places which they can be taken, in-line with their photography and media policy.

Complaints and grievances

If you have a complaint or grievance regarding any happenings at this festival please ensure you send in your details to the festival organisers email within five working days of the festival date.

Health and safety

The health, safety and welfare of all participants (gymnasts, coaches and officials) is the primary consideration. All BG 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 have been carried out for this event but if you feel there is something/one that may require additional assessment please contact the competition 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.

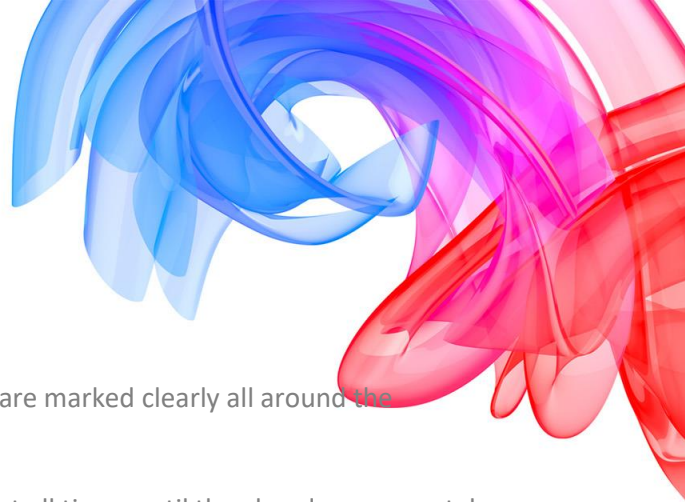
Emergencies

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 alarm sounding:

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- Walk calmly to the nearest emergency exit (these are marked clearly all around the building)
- Meet at the assembly point in the car park
- Coaches are responsible for their clubs' gymnasts at all times until they handover parental consent back to the appropriate grown up
- Follow guidance and instruction by the host club / emergency services until resolved

In a situation of a serious injury there will be a trained first aider on site. Please shout for help/assistance and follow their guidance/instructions.

Where the first aider isn't nearby initially:

- Shout for help from a member of the club staff
- Dial 999 and ask for the ambulance service
- Give them the clubs address
- Follow direction provided by the emergency services

Terms and conditions

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

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