



**Diamonds Gymnastics Club  
GfA Display Festival 2019  
Including Team Challenge  
Information booklet**

Host club – Diamonds Gymnastics Club

Festival organiser name: Jack Duggan

**British  
Gymnastics**  
More than a sport



## About

### Host club

Diamonds Gymnastics Club (DGC) is nestled in the heart of Calderdale and offers a wide variety of gymnastic experience, from complete novice to high performer in virtually all areas covered by British Gymnastics.

Founded in 2003, DGC has gone from strength to strength. We have close to 1,000 active members and have 2 separate gymnasiums. Our main gym at Ladyship Mills is a dedicated centre for competition and display teams and our Holmfield Gym is dedicated to recreational Gymnastics.



### British Gymnastics

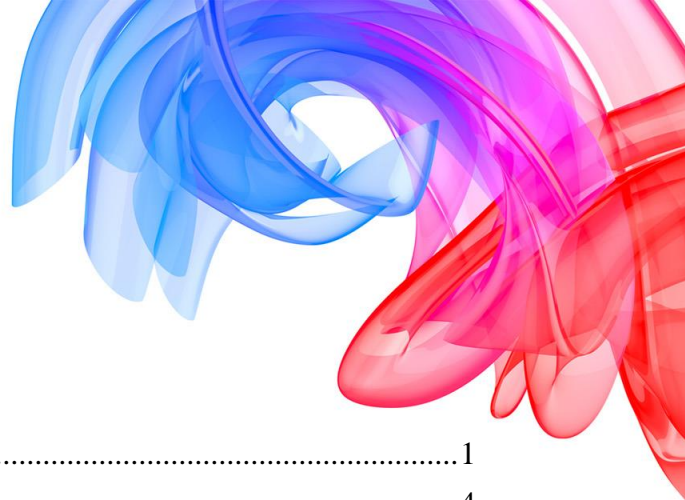
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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:

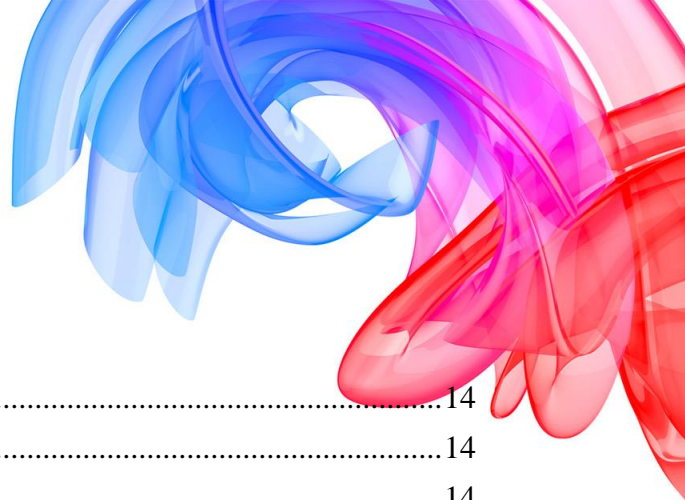
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.





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## Festival details – Overview

Welcome to the **Diamonds Gymnastics Club Display Festival 2019**, 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:

All British Gymnastics registered clubs (all regions).

All ages and abilities, there are no restrictions on your experience.

### Venue and address

**Venue name:** Diamonds Gymnastics Club

**Venue address and postcode:** The Keith Whitaker Centre (Ladyship Mills), Mill Lane, Halifax, HX3 6TN

### Link to google maps:

<https://www.google.co.uk/maps/place/Mill+Ln,+Halifax+HX3+6TN/@53.737239,-1.870165,14z/data=!4m5!3m4!1s0x487be80ec996b86b:0x6b72e39a2596799!8m2!3d53.7372285!4d-1.8700577?hl=en>

### Time and date

**Date/s:** 20/01/2019

**Estimated start time(s):** 15:00

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

**Estimated end time(s):** 18:00

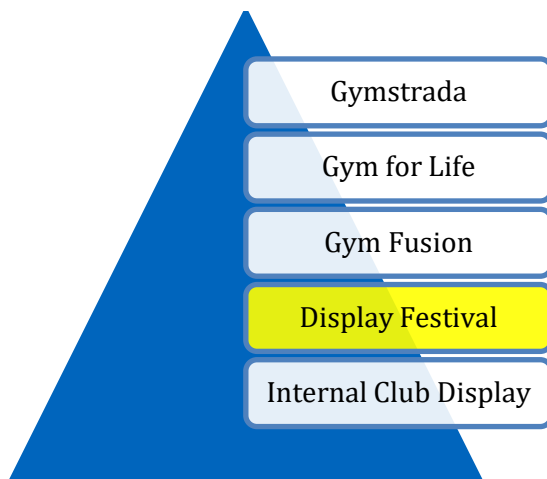
**Please note:** The end time is estimated and subject to change. The running order will be circulated before the event, but timings may still alter on the day.

### Level and pathway

**Festival level:** Display Festival and Team Challenge



**Festival pathway:**



The highlighted segment is where this event is aimed at.

**Theme**

This festival has a **Santa is a Spaceman**.

**Entry costs overview – Gymnasts, and Spectators**

**Entry costs:**

Entry cost per gymnast	Special offer cost per gymnast	Late entry cost per gymnast
£10.00	£N/a	£N/a

There will be a maximum of eight clubs allowed to be entered. Please send your entry in asap. Upon receipt and entry confirmation you can then make your entry payment.

This fee includes the entrance to the Team Challenge event on the day also.

**Spectator entry fee:**

Adult	Child (under 14 years)
£5.00	£3.00

Spectator fees are to be included within your gymnast entry payment.

**Note:** Please be aware, there is limited seating (180 maximum). Initially there will be one spectator ticket available to each entered gymnast. This is to ensure an equal opportunity for each club but also to manage safety).

Once all entries are in and expected spectator numbers are tallied, additional spaces can be offered out to clubs via email by either the festival organiser or venue contact.

On your entry form, if you could write in how many additional tickets you may wish to have, but these aren't guaranteed (as mentioned above).



#### Key contacts

<b>Festival organiser:</b>	Jack Duggan	07584517635	<a href="mailto:Jack.duggan@british-gymnastics.org">Jack.duggan@british-gymnastics.org</a>
<b>Venue contact:</b>	Carol Rayner	01422 349559	<a href="mailto:grahamrayner@sky.com">grahamrayner@sky.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>



## Entry details

### Method of entry

You can enter this event via:

**Email** – Complete and return the entry form to [jack.duggan@british-gymnastics.org](mailto:jack.duggan@british-gymnastics.org)

### Method of payment

BACs transfer:	
<b>Name:</b>	Diamonds Gymnastics Club
<b>Account number:</b>	17699020
<b>Sort code:</b>	05 – 04 – 49
<b>Reference:</b>	Fest[club name]

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

### Entry dates

**Entry opening date:** 05/11/2018

**Entry closure date:** 19/12/2018

**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 not be accepted (depending on the stage of the organisation process) and may incur an administration charge.

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.

#### Post event entry closure

Changing of a gymnast can be done anytime up until the time of the entry closure date. After the entry closure date; please contact the festival organiser prior to discuss the situation or use the [Withdrawal of entry](#) process for the gymnast.

Registered Office  
Ford Hall, Lilleshall National Sports Centre,  
Newport, Shropshire TF10 9NB

T. 0845 1297129 F. 0845 1249089  
E. [information@british-gymnastics.org](mailto:information@british-gymnastics.org)  
W. [british-gymnastics.org](http://british-gymnastics.org)

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Place of Registration England. VAT Registration No 100166672





#### **How to transfer a gymnast – Manual entry process**

Events with the entry process that includes manually completing a Word doc., Excel doc. Etc. will require a Transfer form being completing and submitting to the Festival Organiser.

You can find the Transfer form either online or by asking the Festival Organiser.

#### **How to transfer a gymnast – Online entry (GymNet) process**

You're able to un-submit your entry and remove/add gymnasts as much as you wish to until the entry deadline. Once you have paid for an entry you are unable to add/remove gymnasts. To add/remove a gymnast after paying for the entry you will need to contact the Festival organiser as they will need to manually alter the entry (this may incur an admin fee).

#### **Withdrawal of entry**

##### **Manual entry withdrawal process**

Please complete the 'Withdrawal form' and return this to the Festival organiser. This can be done at any time.

##### **Online entry (GymNet) withdrawal process**

Please un-submit the entry online, this will withdraw your entry. If you have paid already you need to contact the Festival Organiser to discuss how to withdraw, depending on the stage of withdrawal.

#### **Fees to withdraw**

If the withdrawal is:

- **After the closure date** – A fee may 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.

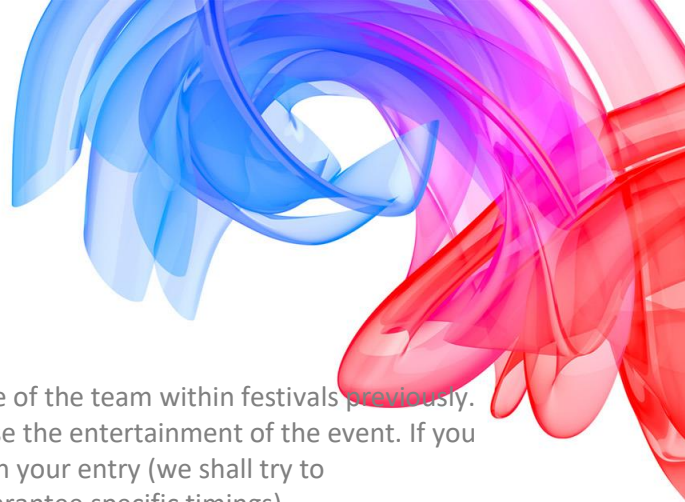
## **Structure and programme**

### **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	15:00
Registration	15:00 – 15:30
Door open for spectators	15:00
General warm up	15:15
Festival begins	16:00
Performances including change over, intervals, Team Challenge challenges	
Presentation	17:30
Photo opportunity*	17:45
Festival ends	18:00

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

### Team challenge

#### The Rules of Play

The Team Challenge will be carried out throughout the show. Each team nominates a different team member for each activity on the form above. We want as many of your team mates to get involved, so try to spread the activities amongst your team.

For each activity please also nominate a judge. Your judge will be counting another team's press up, sit ups etc. Again, try to give as many of your team mates the opportunity to take on this role.

You don't need to submit the form but please bring it with you on the day so that you remember what everyone has committed themselves to.

The team points will collate as we complete the challenge and a team prize will be given at the end of the show. You may even get chance to do a lap of honour!

### Rewards and gifts

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

Mystery gift

As part of this festival the **winning Team Challenge team** will receive:

Registered Office  
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T. 0845 1297129 F. 0845 1249089  
E. [information@british-gymnastics.org](mailto:information@british-gymnastics.org)  
W. [british-gymnastics.org](http://british-gymnastics.org)



## Team Challenge trophy

### Performance details

#### Warm up

There is a **small (not a full size floor area)** warm up hall for the gymnasts. The programme will include a general warm up at the start of the festival.

Timings subject to change at the competition 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>	19 <sup>th</sup> December 2018
<b>Music submission method:</b>	Send to Festival organiser
<b>Music format:</b>	Email or online transfer

Music submission must include the:

- Club
- Team/Gymnast name
- Title of music track

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:

- MP4 on CD-ROM

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- iPod/Phone etc.

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 competition 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 **five minutes**.

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

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**

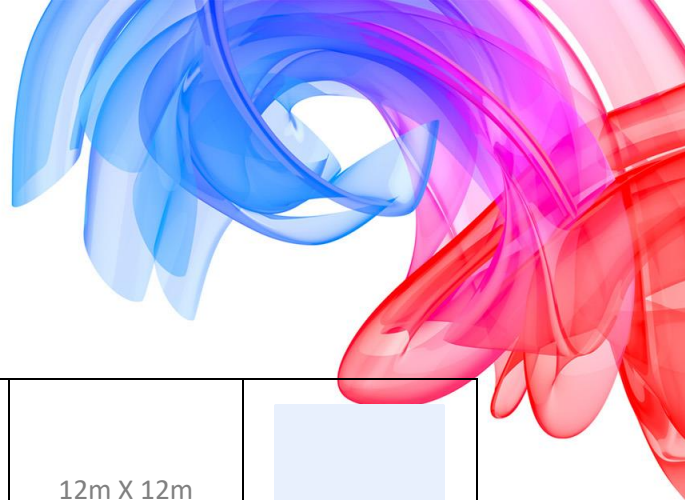
The following equipment and apparatus will be available for use during this festival:

<b>Apparatus</b>	<b>Specific use for</b>	<b>Manufacturer</b>	<b>Size, dimensions, run up, landing details</b>	<b>Image</b>

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Sprung floor	All displays	Spieth	12m X 12m	
Safety mats, red blocks (lots of)	All displays – optional	Various	Various	
Trampettes (x4) Springboards (lots of)	All displays - optional	Various	Various	

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.

### Other key information

Props are allowed but please ensure that the Festival Organiser is made aware prior to event (ideally soon after you have come up with the idea so you don't face disappointment on the day).

Please ensure that gymnasts remain on the matted area at all times throughout the performance (safety reasons).

If you have any other questions, please feel welcome to contact us – see [Key Contacts](#) section.

### 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
<b>Level of membership</b>	BG Club membership	BG Club membership	BG Club membership

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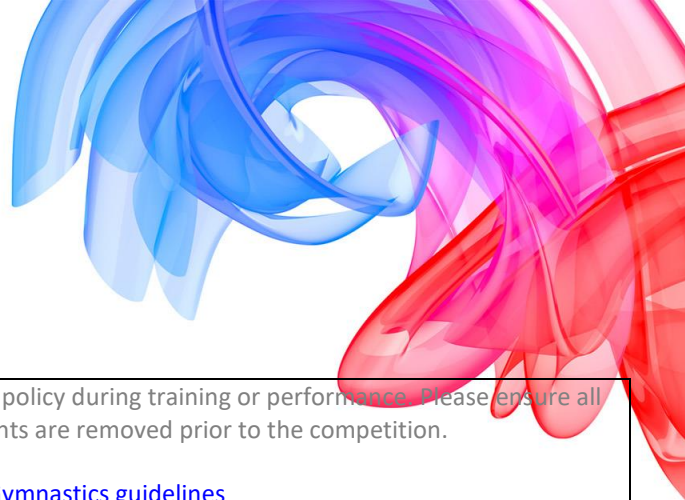


<b>Further details</b>	Further details can be found on the British Gymnastics website <a href="https://www.british-gymnastics.org/clubs/club-membership/fees">https://www.british-gymnastics.org/clubs/club-membership/fees</a>
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## Judge, Coach, Gymnast requirements

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

Role/ Requirement	Coach	Gymnast
<b>Requirements per club entry</b>	Minimum = A BG Level 2 (and above) qualified coach per team  BG Level 1 coaches can bring a team under prior agreement of another BG Level 2 (or above) to supervise them (except General Gymnastics due to trampette not being covered within syllabus.)	N/a – all are welcome
<b>British Gymnastics ratios</b>	1 coach : 8 gymnasts	
<b>Qualifications</b>	Appropriate British Gymnastics qualifications must be held to deliver the skills being performed.	N/a
<b>DBS</b>	Yes	N/a
<b>Safeguarding training</b>	Yes	N/a
<b>Experience and abilities</b>	Gymnasts can only perform skills that their nominated coach is suitably qualified/ experienced to coach.	Gymnasts must be at a point of competency (within their own environment) to perform their chosen skills and routines.  For example; it can't be the first time they have completed the skill.
<b>Membership</b>	BG Gold coach membership  <a href="#">British Gymnastics guidance</a>	BG Bronze gymnast membership  <a href="#">British Gymnastics guidance</a>
<b>Attire</b>	Suitably recognisable by all.  Appropriate to spot/support gymnasts during practice and performance.  Following BG Education guidance.  Can adapt attire to suit if part of the display if doesn't prohibit ability to support etc where required.	The more creative you are the better. Please ensure you are still able to complete the gymnastics skills safely and effectively.
<b>Payment arrangements</b>	It is the coaches' club responsibility to support the coaches attending the competition financially.	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 competition.  <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 Competition Organiser. Please complete and return the 'Additional support' form.

If attire isn't suitable for coaching, the competition organiser holds the right to step into the competition area.

## Facilities on-site

### Spectator area and disabled access

There is tiered seating which is located upstairs. There isn't a lift access but if you require support to gain access to the seating upstairs then please contact the venue prior to arrange suitable arrangements.

Please refer to initial information within this booklet regarding tickets and spectator arrangements.

### Food and drink

The Coffee shop will be open for hot and cold drinks, crisps, snack bars, sweets, cakes.

Note: Gymnasts food and drink to be kept within the designated 'hang out' zone (waiting area/changing facility – will be highlighted on the day also).

### Toilet and changing facilities

There are toilets and changing facilities for gymnasts located in the gym.

There are also toilets facilities for spectators near the seating area.

Gymnasts may wish to bring own mirrors to help prepare make-up/dress within the changing rooms.

### On-site entertainment

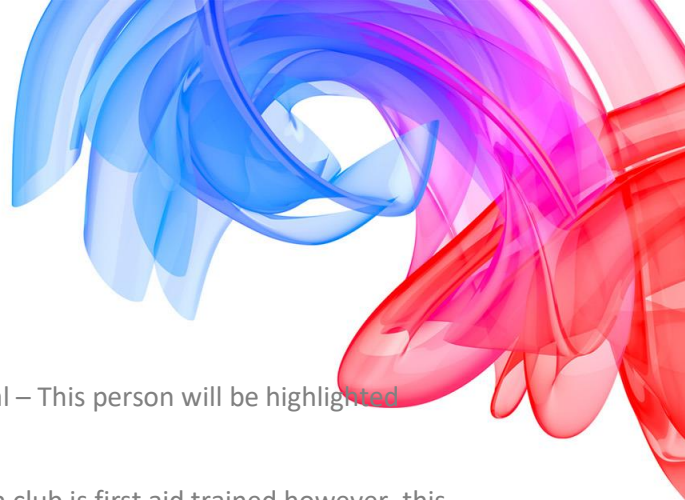
There is a space to the rear of the seating which you can take any children to one side if they need to stretch their legs for a moment, but there isn't a separate room and there aren't any soft play etc.

### Car parking

There is plenty of on-site care parking. This is all free of charge also.

### First aid and welfare

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



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

It would be most helpful if the supporting coach from each club is first aid trained however, 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.

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

### 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 festival organiser aware prior to the date of the event 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 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.

At **no point** should flash photography be used as this can affect those with epilepsy.

### Complaints and grievances

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

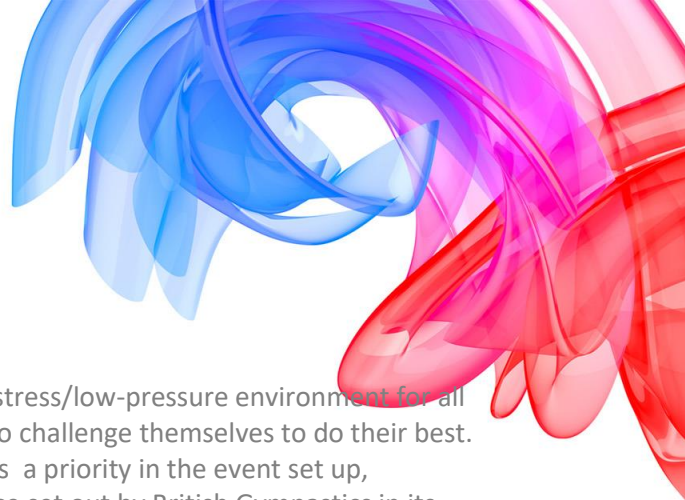
### Health and safety

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.

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The intention of the festival 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 competition 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 competition 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 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 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.