



Erewash Valley GC GfA Display Festival 2019 Information booklet

Host club – Erewash Valley Gymnastics Club

Festival organiser name: Jack Duggan

**British
Gymnastics**
More than a sport



About

Host club

From beginners to experts, we help every gymnast reach their full potential. Erewash Valley Gymnastics Club's talented and dedicated team of coaches and staff, along with our two sites and varied programmes mean we are one of the largest gymnastics' clubs in the East Midlands.

EVGC provides a safe, friendly and appropriate learning environment for all ages and abilities, giving everyone a chance to explore gymnastics.

Participant, parent or spectator - we welcome you to Erewash Valley Gymnastics Club!



British Gymnastics

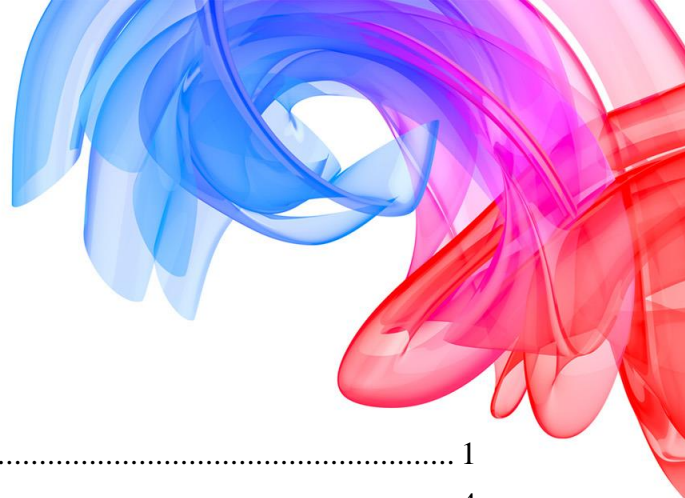
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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:

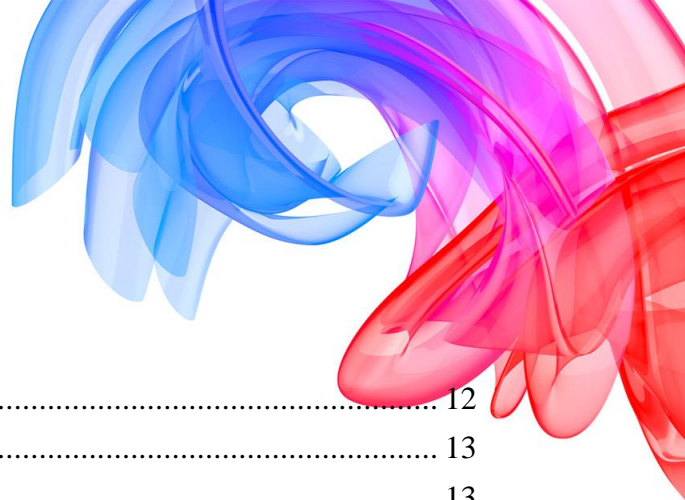
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.





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Festival details – Overview

Welcome to the **Erewash Valley 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: Erewash Valley Gymnastics Club – Ilkeston site

Venue address and postcode: Hallam Field Road, Ilkeston, Derbyshire, DE7 4AZ

Link to google maps:

<https://www.google.co.uk/maps/place/Hallam+Fields+Rd,+Ilkeston+DE7+4AZ/@52.9534919,-1.296881,17z/data=!3m1!4b1!4m5!3m4!1s0x4879e9562a148507:0x35d80b98277f1c5!8m2!3d52.9534887!4d-1.2946923>

Time and date

Date/s: 1st June 2019

Estimated start time(s): 18:00

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

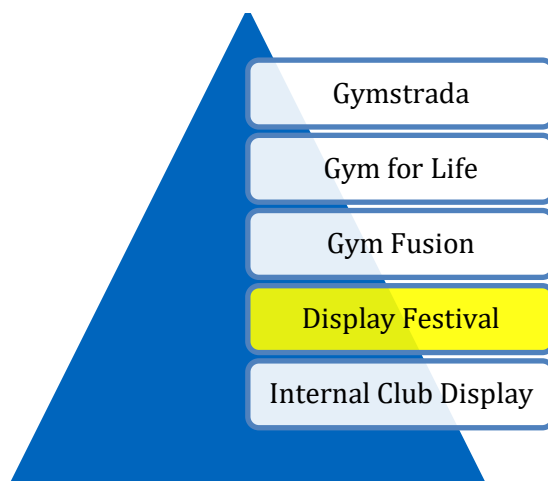
Estimated end time(s): 20:00

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

Festival pathway:



The highlighted segment is where this event is aimed at.

Theme

This festival has the theme: **Around the World.**

Entry costs overview – Gymnasts, and Spectators

Entry costs:

Entry cost per gymnast	Special offer cost per gymnast	Late entry cost per gymnast
£10.00	£8.00 if entry submitted before 31 st March 2019	£N/a

Spectator entry fee:

Adult	Child (under 14 years)
£5.00	£5.00

Spectator fees are paid on the day of the event, on arrival to the venue.

Note: Please be aware, there is limited seating. Please speak with the event organiser if you have a large group of spectators attending.

Key contacts

Festival Organiser:	Jack Duggan	07584517635	Jack.duggan@british-gymnastics.org
Venue contact:	Megan Bramley	0115 972 6070	megan@evgc.co.uk
British Gymnastics Competition Coordinator:	Jack Duggan	07584517635	jack.duggan@british-gymnastics.org
	Polly Hucker	07584515030	polly.hucker@british-gymnastics.org



Entry details

Method of entry

You can enter this event via:

Email – Complete and return the entry form to jack.duggan@british-gymnastics.org

Method of payment

BACs transfer:	
Name:	Erewash Valley Gymnastics Club
Account number:	07951892
Sort code:	60 – 13 – 23
Reference:	EVGC Fest [club name]

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

Entry dates

Entry opening date: 21/12/2018

Entry closure date: 05/05/2019

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 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.



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.

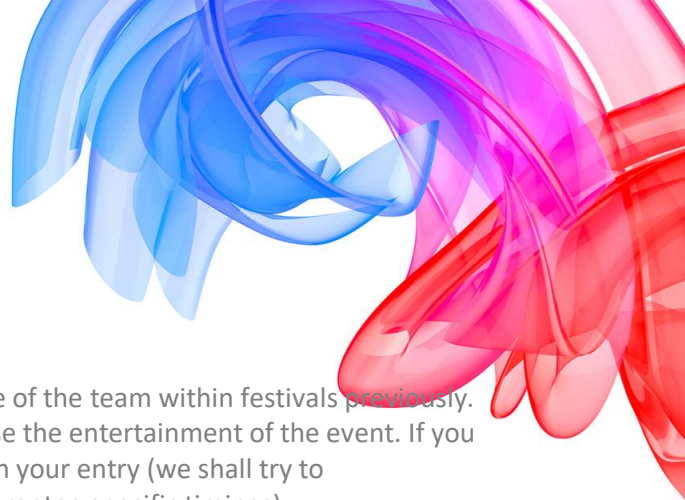
Structure and programme

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	14:00
Registration	14:00
Door open for spectators	14:00
General warm up	14:15
Festival begins	14:30
Performances including change over, intervals	
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.

Rewards and gifts

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

Erewash Valley Gymnastics Club water bottle

Participation certificate

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.

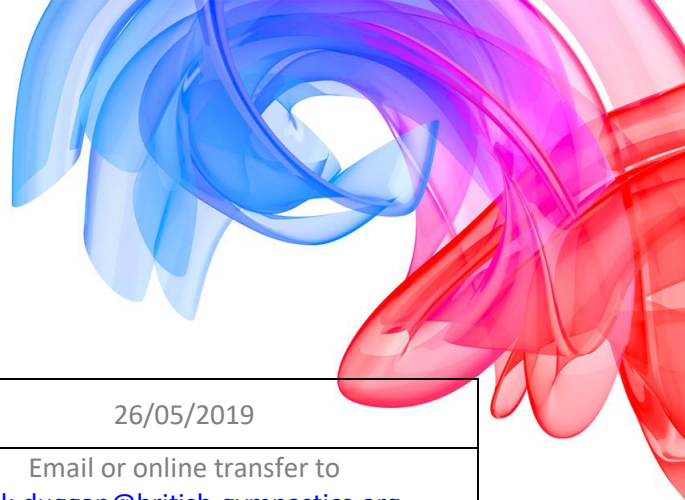
Timings subject to change at the Festival Organisers discretion.

Music and PPL licence

Music requirements for this event

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



Music submission date deadline:	26/05/2019
Music submission method:	Email or online transfer to jack.duggan@british-gymnastics.org
Music format:	MP3 or MP4

The music file name must include the following when submitting:

- Club/team
- Artist/song

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

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:

- CD-ROM
- USB for the laptop
- Phone, iPod etc. also excepted

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 **five minutes**; double slots (**up to ten minutes**) can be allocated for those attending Gymstrada.

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

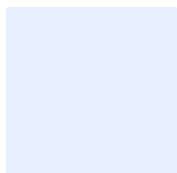
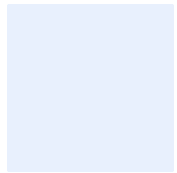
The only restrictions on skills that can be performed are those which the supervising coach can deliver as part of their British Gymnastics qualification.

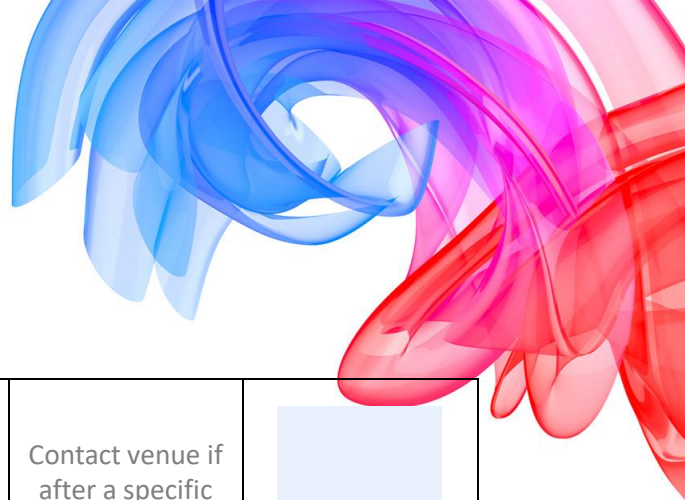
Therefore, each display can be made up of a wide range of skills and movements which are covered within your British Gymnastics insurance. Be creative as possible with your skill set.

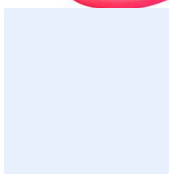
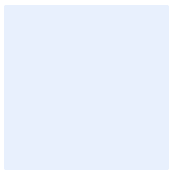
It is recommended that gymnasts are competent to perform the skills and don't try to 'throw' the skills on the day. We would like to reduce the risk of injuries where possible.

Apparatus

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

Apparatus	Specific use for	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor	All displays	GymNova	12m x 12m	
Springboards	All displays	Various	Contact venue if after a specific size	



Blocks (plenty of these)	All displays	Various	Contact venue if after a specific size	
Safety mats (plenty of these)	All displays	Various	Contact venue if after a specific size	

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

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

Club, school, and leisure centre requirements

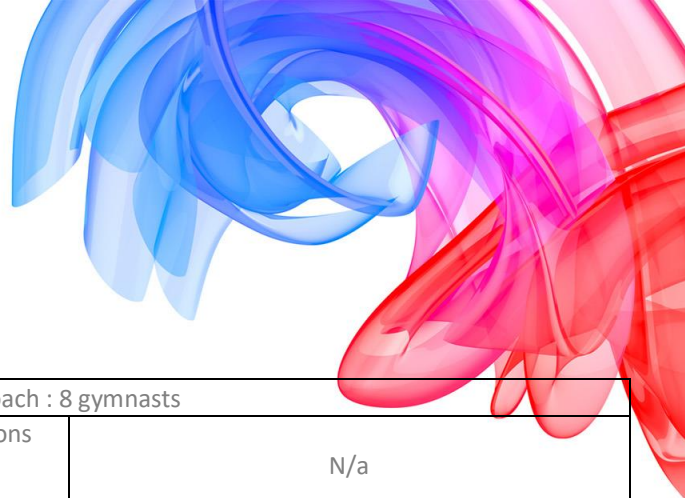
The following table provides information on the level of British Gymnastics membership each gymnastics environment requires to enter this event:

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

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
Requirements per club entry	Minimum = A BG Level 2 (and above) qualified coach per team BG ratio's to followed still	N/a – all are welcome



British Gymnastics ratios	1 coach : 8 gymnasts	
Qualifications	Appropriate British Gymnastics qualifications must be held to deliver the skills being performed.	N/a
DBS	Yes	N/a
Safeguarding training	Yes	N/a
Experience and abilities	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.
Membership	BG Gold coach membership British Gymnastics guidance	BG Bronze gymnast membership British Gymnastics guidance
Attire	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 theme 'Around the World' has been chosen to align to the GymFusions.
Payment arrangements	It's not the host clubs' responsibility to financially support the coaches to attend this event.	N/a
Transport arrangements	Clubs and coaches are responsible for organising appropriate transport to and from the event. British Gymnastics guidance	
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 event. British Gymnastics guidelines	
Additional requirements	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 complete and return the 'Additional support' form.	

If attire isn't suitable for coaching, the Festival Organiser holds the right to step into the festival area.

Facilities on-site

Spectator area and disabled access

Seating will be tiered seating, but ground level seating can be made available for those with accessibility requirements.



Disabled seating can be available on request. Contact Megan for further details/to arrange specific seating requirements. There is disability access, with the use of ramps where required also.

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

Food and drink

The café will be open selling cookies, cakes, chocolates, crisps, hot and cold drinks.

Toilet and changing facilities

Toilets and changing facilities are available on-site, including baby changing facilities.

On-site entertainment

Within the waiting area there is a toy/soft play area for those little ones requiring a break out time.

Car parking

On-site car parking is available – Free of charge.

On-road parking is also available.

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>

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 involved in the event.

Complaints and grievances

If you have a complaint or grievance regarding any happenings at this event, please ensure you send in your details to the Festival Organisers email 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>

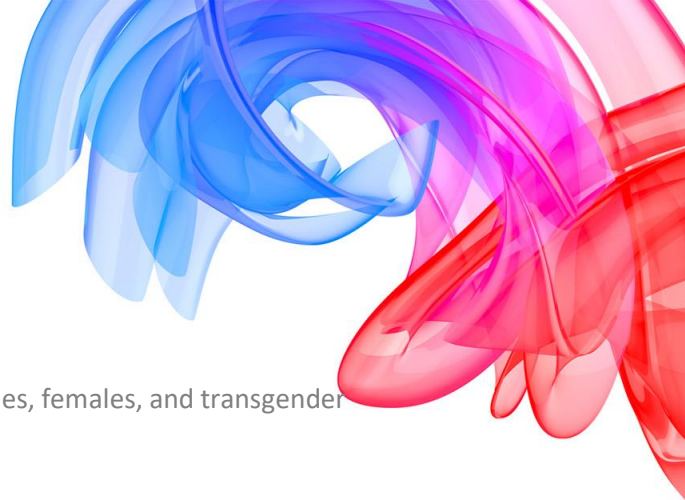
Risk assessments

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, socializing 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	https://www.british-gymnastics.org/coaching/coach-membership/health-and-safety
Risk assessment training for clubs	British Gymnastics eLearning course	https://www.british-gymnastics.org/courses/6342/risk-assessment-training-for-clubs
GDPR Data Security	British Gymnastics eLearning course	https://www.british-gymnastics.org/courses/6337/gdpr-data-security
GDPR Implementation	British Gymnastics eLearning course	https://www.british-gymnastics.org/courses/6338/gdpr-implementation
Equality and Diversity for Club – Club Management	British Gymnastics eLearning course	https://www.british-gymnastics.org/course/23827/equality-and-diversity-for-clubs-club-management?location=

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:

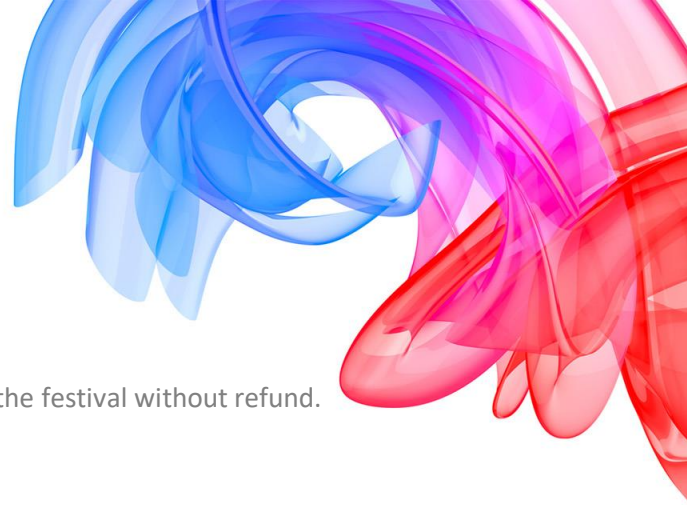
- These will be highlighted on the day during a safety briefing

The meeting point is within the car park (side of building)

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.