



Gymnastics for All In Flyt and Pyramid Acro Gym Club's Display Festival Information booklet

Host clubs – In Flyt Gymnastics Club
And
Pyramid Acro Gymnastics Club

Festival organiser name: Jack Duggan

British
Gymnastics
More than a sport



About

Host clubs

In Flyt Gymnastics Club was created by Chanese Edwards-Clarke and Alisha Edwards-Clarke who are ex-national gymnasts. As a club we specialise in Acrobatics and Tumbling.

We welcome children from the age of 5 upwards and all abilities and genders are welcome.

Our goal at In Flyt is to provide a safe coaching environment in which Gymnasts can participate and progress in classes, displays and competitions.



Pyramid Acro Gymnastics Club are both community based voluntary clubs specialising in Acrobatics we have been running for a combined total of 24 years.

We all have a passion for gymnastics and would like to bring teams together to showcase their talent.



British Gymnastics

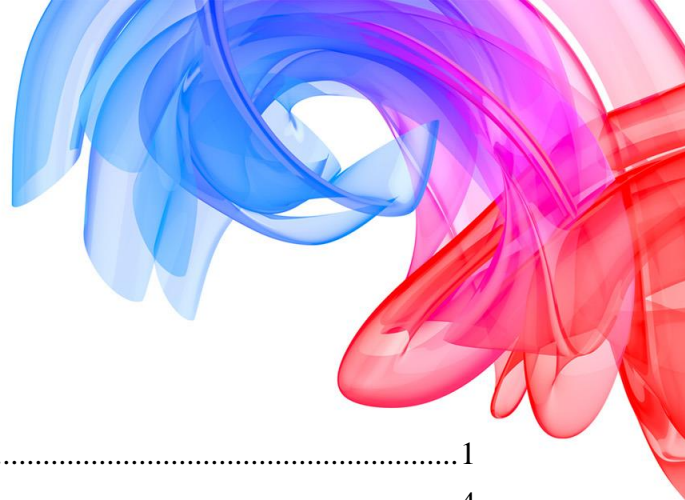
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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:

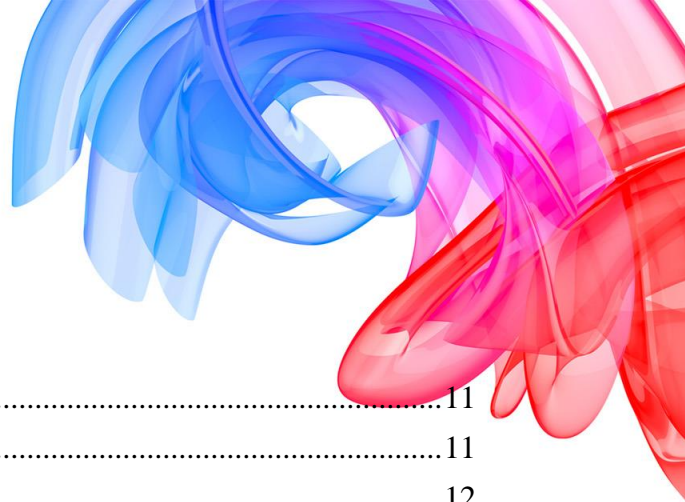
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.





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Festival details – Overview

Welcome to the **Gymnastics for All – In Flyt and Pyramid Acro Gym Club's Display Festival 2018**, 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.

Venue and address

Venue name: Nottingham Sports and Fitness Centre

Venue address and postcode: Farnborough Road, Clifton, Nottingham, NG11 8JW

Link to google maps:

<https://www.google.co.uk/maps/place/Nottingham+Sports+%26+Fitness+Centre/@52.9085501,-1.1698634,17z/data=!3m1!4m5!3m4!1s0x4879c2f42b2b26a3:0xb0702a7d7108802e!8m2!3d52.9085501!4d-1.1676747>

Time and date

Date/s: 25th November 2018

Registration: 09:00

Festival begins: 09:30

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

Estimated end time: 13:00

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.

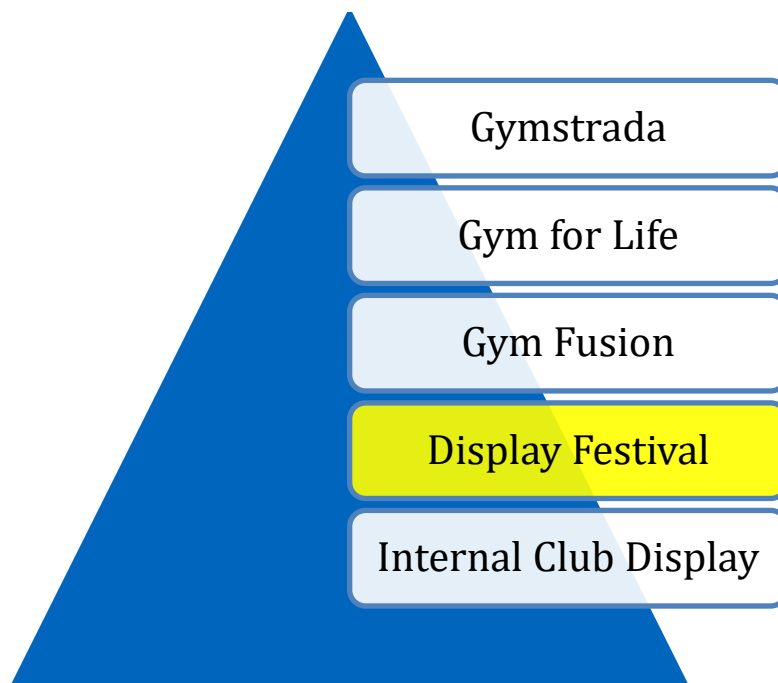
Level and pathway

Festival level: Display Festival

Festival pathway:

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

T. 0845 1297129 F. 0845 1249089
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The highlighted segment is where this event is aimed at.

Theme

This festival has a **Music Legends – Past and Present** theme

Entry costs overview – Gymnasts and Spectators

Cost per gymnast: £5.00

Cost per spectator:

Adult	Child (under 16 years)	Infant (under 3 years)
£3.00	£1.00	£0.00

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



Key contacts

Festival organiser:	Jack Duggan	07584517635	jack.duggan@british-gymnastics.org
Venue contact:	Reception	0800 228 9642	N/a
In Flyt GC contact:	Alisha Edwards-Clarke	N/a	info@inflytgymnastics.com
Pyramid Acro GC contact	Ros	07741195611	N/a
British Gymnastics Competition Coordinator:	Jack Duggan	07584517635	jack.duggan@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:	In Flyt
Account number:	31877868
Sort code:	30 – 96 – 26
Reference:	IFPA Fest [Club name]

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

Entry dates

Entry opening date: 1st August 2018

Entry closure date: 28th October 2018

Note: The festival organiser holds the right to close the entry period early. For example: If the maximum entries have been reached.

Late entries

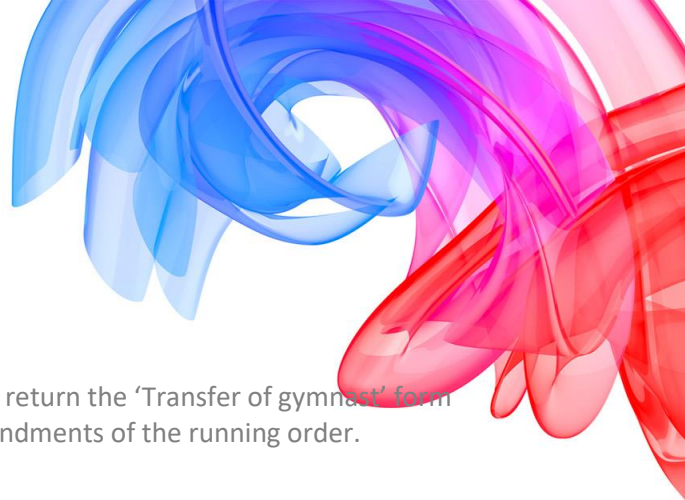
Entries after the closure date may not be accepted (depending on the stage of the organisation process) and may incur an administration charge for the refund process.

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

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 is after the entry closure date, please contact the festival 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, please 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.

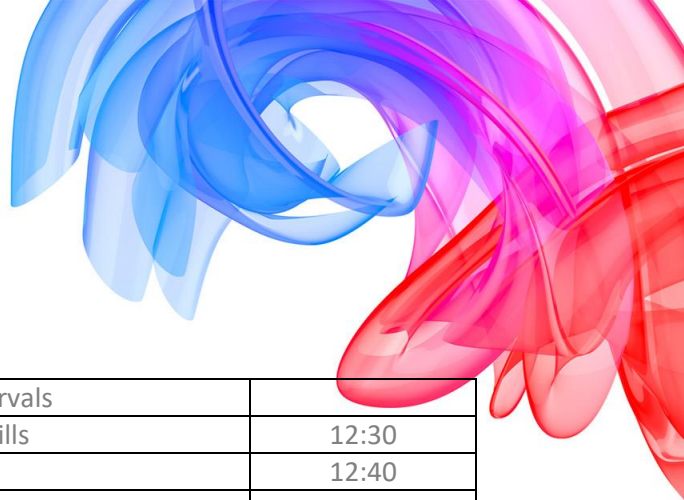
Note: Some festivals may be broken up into separate smaller festivals to suit the number of entries e.g. AM and PM.

Activity	Estimated time
Arrival	9:00
Registration	9:00
Door open for spectators	9:00
General warm up	9:15
Festival begins	9:30

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Performances including change over, intervals	
Gymnasts tumble/show off favourite skills	12:30
Presentation	12:40
Photo opportunity*	12:50
Festival ends	13:00

***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:

Certificate

Notepad

Pencil

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/team
- Team/display (if separate or more than one from the same club performing)

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.

Music is required it will be played via CD-ROM on the club's sound system. Music can be sent via email also (whichever is easiest).

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

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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
Flexi roll mat floor (none sprung)	Tracks2000	12m x 12m	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 before and after to do this. If more time is required, please contact the festival organiser.

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Other key information

N/a

Club, school, and leisure centre requirements

Club membership requirements

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

BG School membership doesn't currently insure you to enter this type of festival, 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 festival you are required to be a recognised British Gymnastics club.

BG Leisure Centre membership doesn't currently insure you to enter this type of festival, 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>

Coach requirements

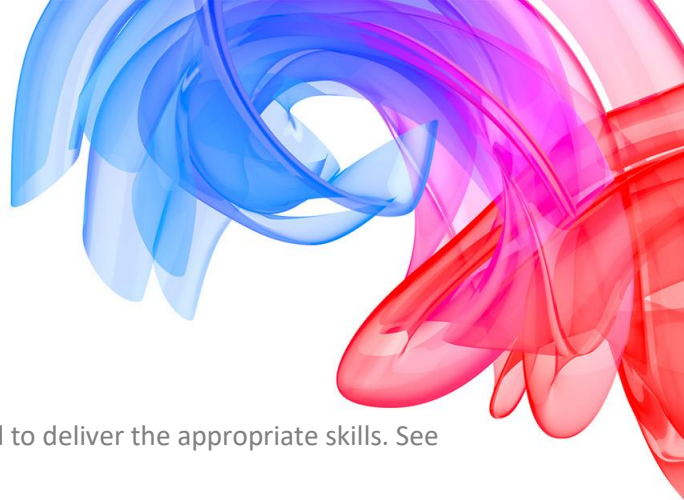
Coaches required per team

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 then 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.

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 may be 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.

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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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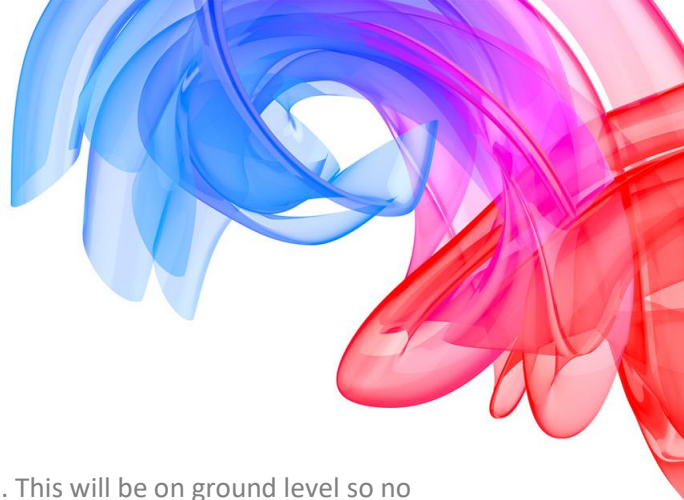
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Facilities on-site

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 a selection of cold food/snacks and drinks available on the day.

Toilet and changing facilities

There are toilets and changing facilities on-site.

On-site entertainment

There isn't a waiting area of such, please bring any quiet entertainment for your little ones.

Car parking

There is a plenty of on-site car parking which is free of charge.

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.



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 festival 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 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.

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.

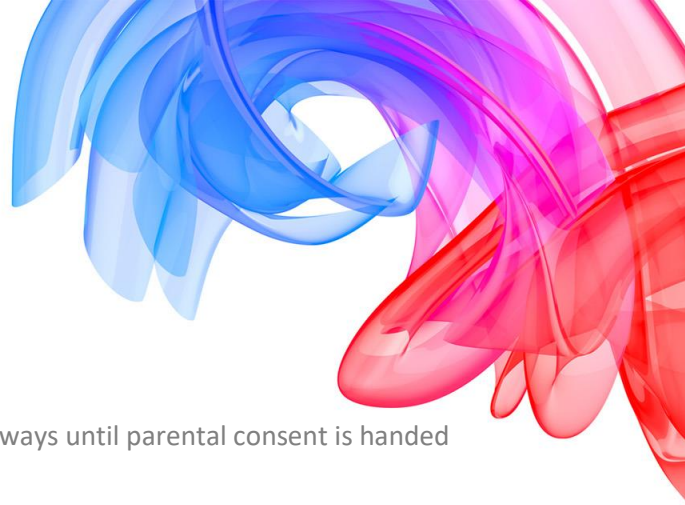
In the event of an emergency:

- Exit via the nearest emergency exit

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- Meeting point is located within the car park
- Coaches are responsible for their club gymnasts always until parental consent is 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.