



**Retford**  
**GfA Display Festival 2019**  
**Information booklet**  
Host club – Retford Gymnastics Club

Festival organiser name: Jack Duggan

**British**  
**Gymnastics**  
More than a sport



## About

### Retford Gymnastics Club

- Retford Gymnastics Club's aims are to provide healthy recreation in gymnastics activities that will encourage all gymnasts to achieve their potential, offering the opportunity to compete.
- The club offers Preschool, General, Women's Artistic, Men's Artistic, Disability and Adults
- Retford Gymnastics Club was started in 2007



### British Gymnastics

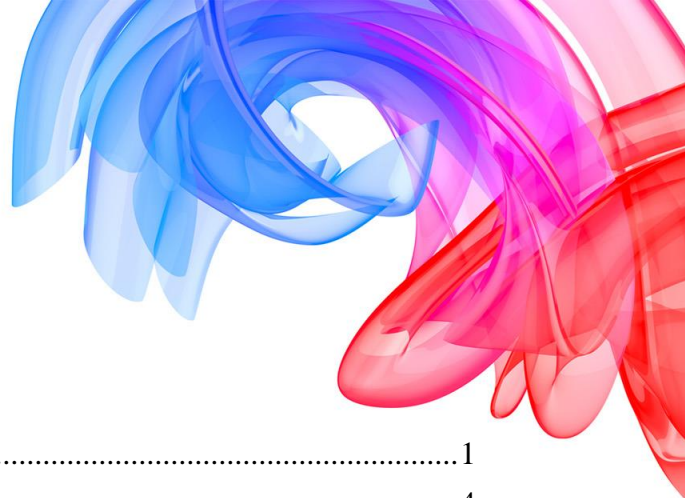
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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:

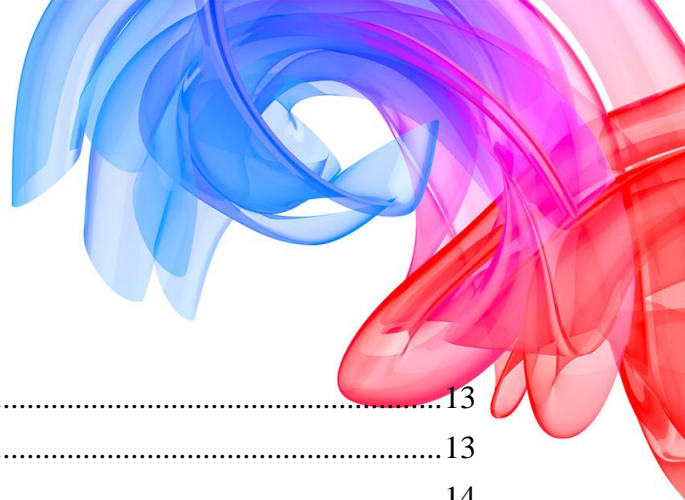
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.



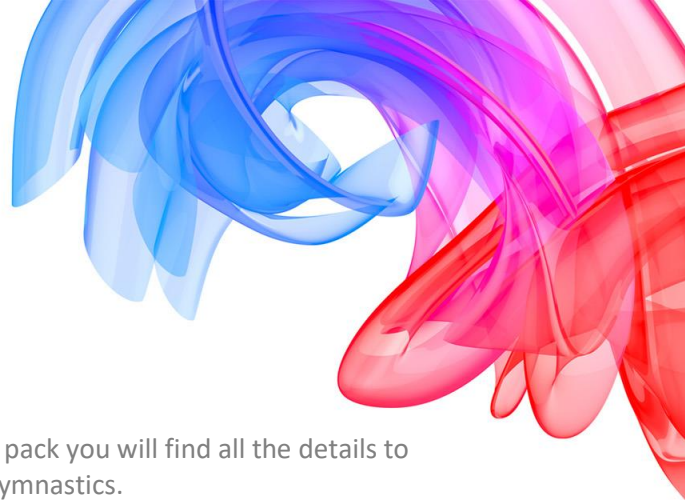


## Contents

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 – 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 .....	9
Rewards and gifts.....	9
Performance details.....	9
Warm up.....	9
Music and PPL licence.....	9
Performance slots.....	11
Lining up.....	11
Skill requirements and routines .....	11
Apparatus .....	11
Other key information.....	12
Club, school, and leisure centre requirements .....	12
Judge, Coach, Gymnast requirements.....	12



Facilities on-site .....	13
Spectator area and disabled access .....	13
Food and drink .....	14
Toilet and changing facilities .....	14
On-site entertainment .....	14
Car parking .....	14
First aid and welfare .....	14
Regulations .....	14
Standardisation .....	14
Etiquette .....	14
Photography .....	15
Complaints and grievances .....	15
Health and safety .....	15
Emergencies .....	15
Terms and conditions .....	16



## Festival details – Overview

Welcome to the **Retford 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:** Retford Gymnastics Club

**Venue address and postcode:** The Old Timber Shed, Torworth, DN22 8JZ

**Link to google maps:** <https://www.google.co.uk/maps/place/Retford+DN22+8JZ/@53.3747766,-1.0185759,17z/data=!3m1!4b1!4m5!3m4!1s0x4879a7e2d9c3324b:0x4212983874af721e!8m2!3d53.3747766!4d-1.0163872>

### Time and date

**Date/s:** 10/02/2019

**Estimated start time(s):** 09:00

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

**Estimated end time(s):** 13:00

**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.

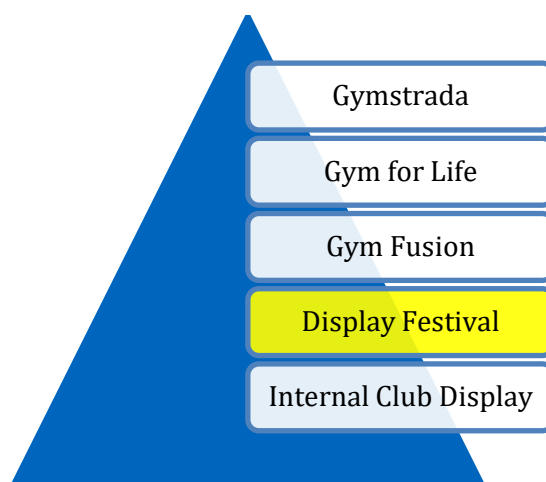
### Level and pathway

**Festival level:** Display Festival

### Festival pathway:

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)



The highlighted segment is where this event is aimed at.

### Theme

This festival has a **no theme**.

### Entry costs overview – Gymnasts, and Spectators

#### Entry costs:

Entry cost per gymnast	Special offer cost per gymnast	Late entry cost per gymnast
£15.00	£N/a	£N/a

#### Spectator entry fee:

Adult	Child (under 16 years)	Infant (under 5 years)
£4.00	£2.00	£0.00

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.

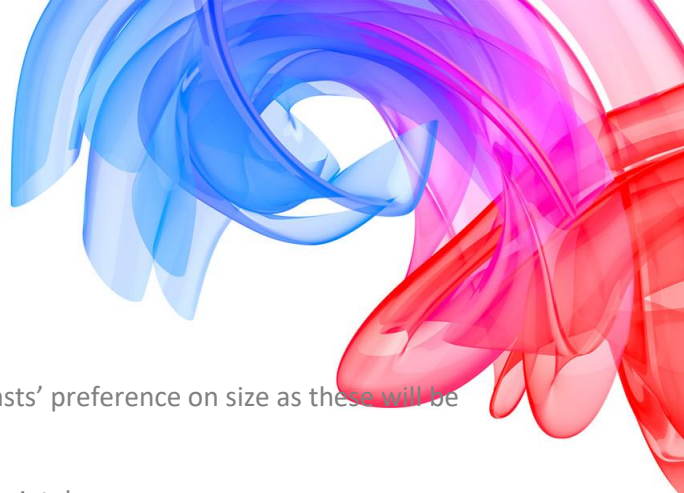
### Souvenir T-shirt

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:

- 5 – 6 years
- 7 – 8 years
- 9 – 11 years
- 12 – 13 years
- Small adult



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.

T-shirts will be like this photo, but it will be themed appropriately:



### 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>	Ram Rose	0767884552	<a href="mailto:retfordgymnastics@aol.com">retfordgymnastics@aol.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>	Retford Gymnastics Club
<b>Account number:</b>	61400797
<b>Sort code:</b>	40 – 38 – 11
<b>Reference:</b>	RGC Gym Fest [Club name]

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

### Entry dates

**Entry opening date:** 31/10/2018

**Entry closure date:** 13/01/2019

**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.

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)





#### **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 completed 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.

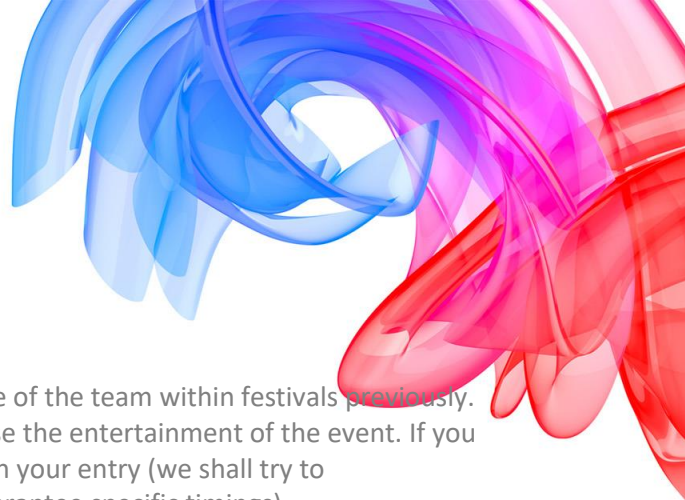
## **Structure and programme**

### **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	9:00
Registration	9:00
Door open for spectators	9:00
General warm up	9:15
Festival begins	9:30
Performances including change over, intervals	
Presentation	12:30
Photo opportunity*	12:45
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

T-shirt

## 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 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

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)



<b>Music submission date deadline:</b>	13 <sup>th</sup> January 2019
<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:

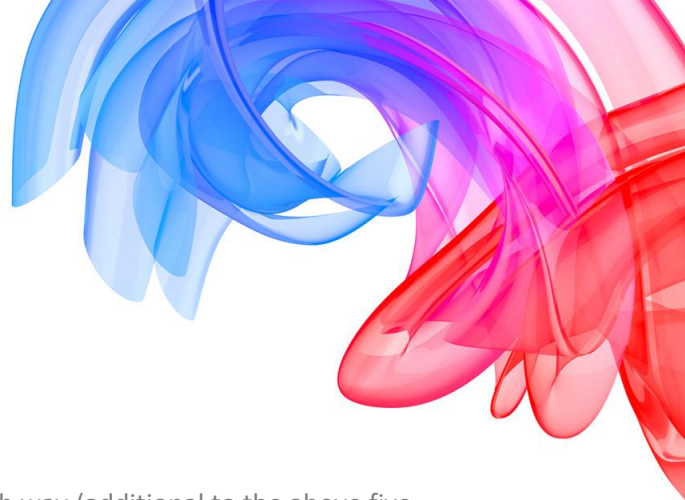
- MP4 on CD-ROM
- iPod/Phone etc.

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

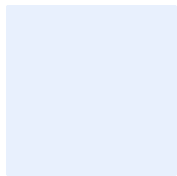
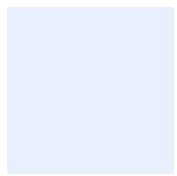
The only restrictions on skills that can be performed are those which the supervising coach can deliver as part of their British Gymnastics qualification.

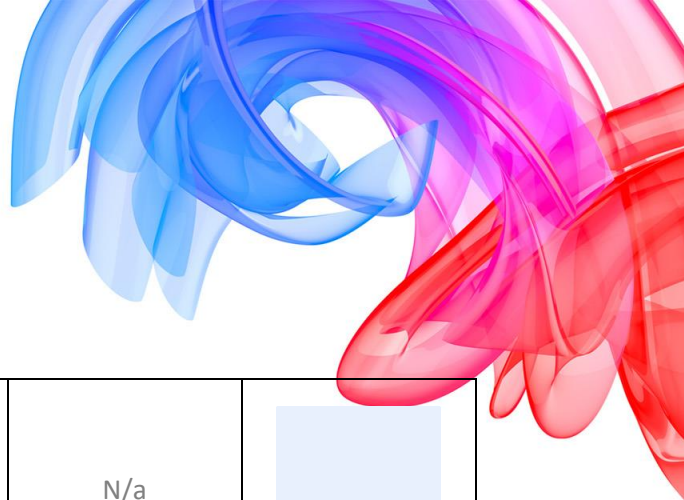
Therefore, each display can be made up of a wide range of skills and movements which are covered within your British Gymnastics insurance. Be creative as possible with your skill set.

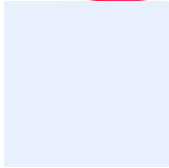
It is recommended that gymnasts are competent to perform the skills and don't try to 'throw' the skills on the day. We would like to reduce the risk of injuries where possible.

### Apparatus

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

Apparatus	Specific use for	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor	All displays	Continental	12m x 12m	
Trampettes x3	All displays	N/a	N/a	



2m x 1m blocks x2 1m x 1m blocks x2	All displays	N/a	N/a	
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If you have any specific questions regarding the apparatus, please contact the Festival organiser.

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

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

### 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

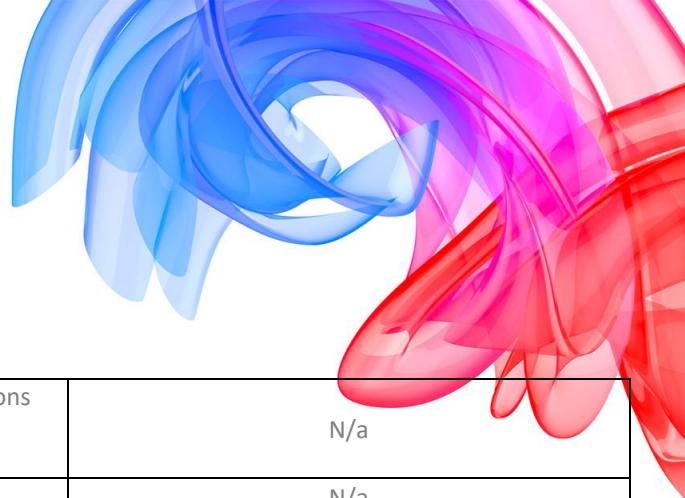
The following table provides information on the level of British Gymnastics membership each gymnastics environment requires to enter this event:

Environment	Club	School	Leisure Centre
<b>Level of membership</b>	BG Club membership	BG Club membership	BG Club membership
<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>		

## 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

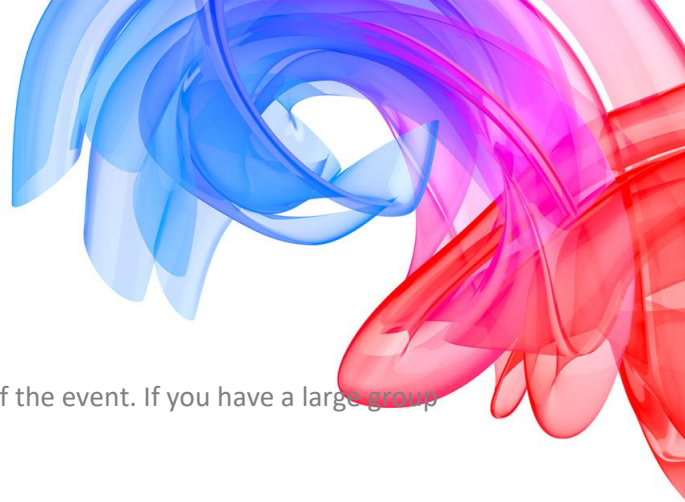
### Spectator area and disabled access

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.

Registered Office  
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W. [british-gymnastics.org](http://british-gymnastics.org)



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 stalls with hot and cold drinks, snacks and cakes.

Try bringing change along to help with purchasing these items.

#### **Toilet and changing facilities**

There are male and female changing rooms on-site.

There is also a baby changing and disabled toilet available also.

#### **On-site entertainment**

There is a waiting area with some toys available which you can bring restless children into but there aren't any specific soft play areas.

#### **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 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**

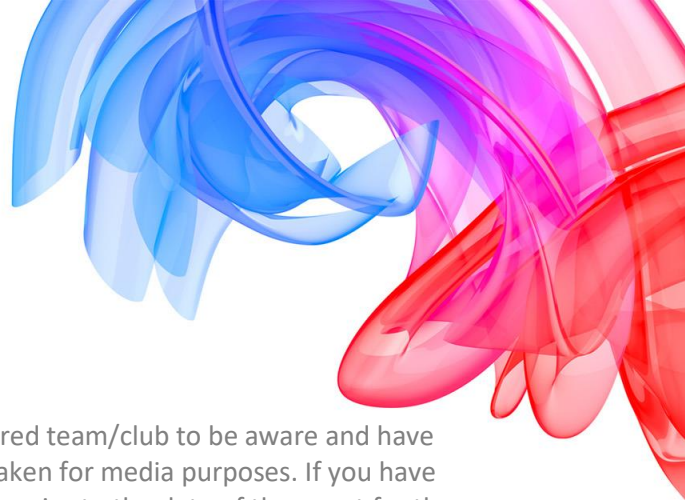
#### **Standardisation**

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.

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.

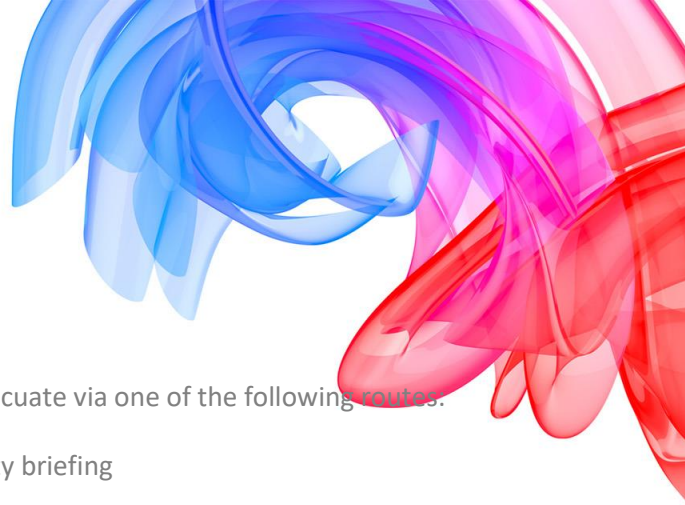
### Emergencies

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.

Registered Office  
Ford Hall, Lilleshall National Sports Centre,  
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T. 0845 1297129 F. 0845 1249089  
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W. [british-gymnastics.org](http://british-gymnastics.org)





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.