



# **Gymnastics for All Robin Hood Festival Information Booklet**

Host club – Robin Hood Gymnastics Club

Festival organiser name: Jack Duggan

**British  
Gymnastics**  
More than a sport



## About

### Host club

The club has been formed to cater for both the demands of the local community and the surrounding area. It is offering gymnastics to children of all ages and ability. Robin Hood has been formed to offer similar activities and programs of training that have been proven to be successful under various scheme and programs throughout the country.



### British Gymnastics

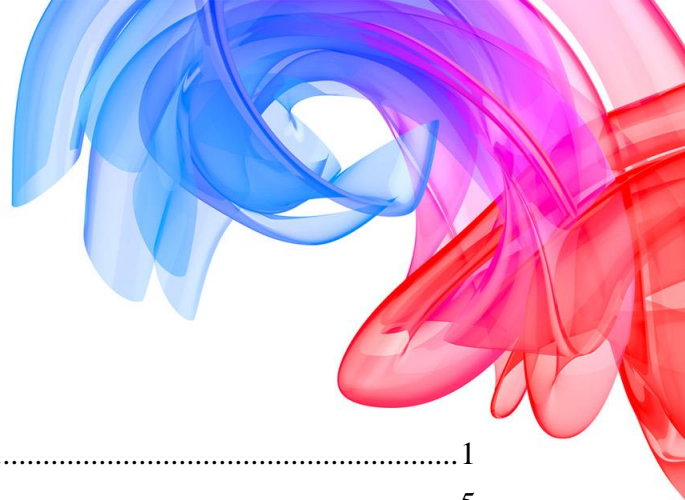
British Gymnastics is proud to be the UK Governing Body for the sport of Gymnastics. We exist to support, lead and inspire all those involved or interested in Gymnastics.

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:

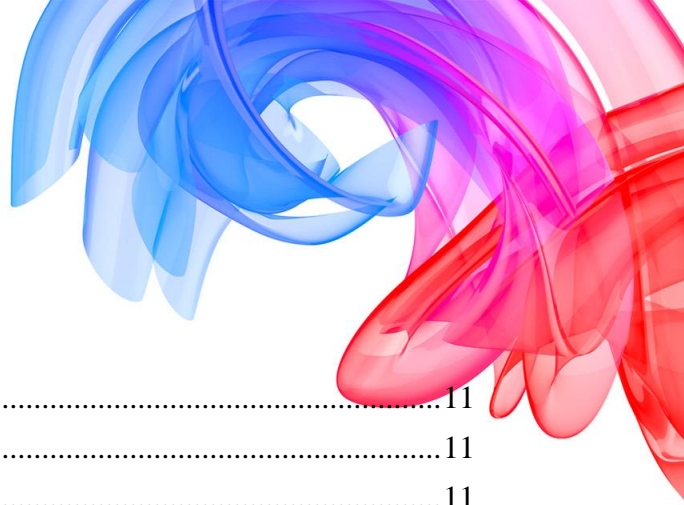
- Gymnastics is a passion shared by millions.
- To create and inspire lasting success for Gymnastics.



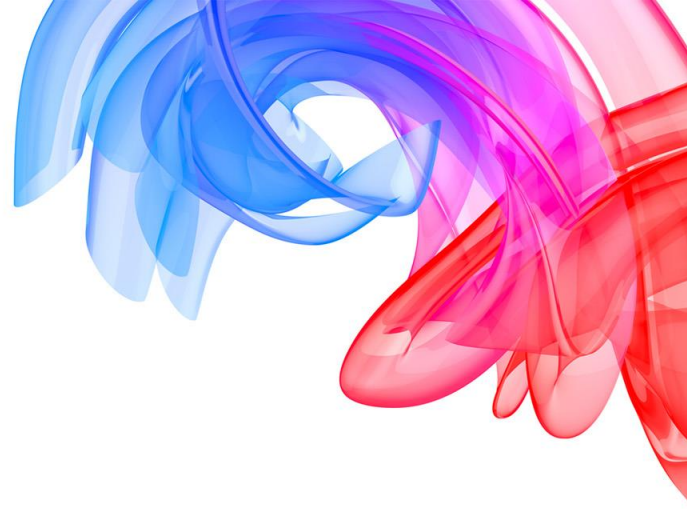


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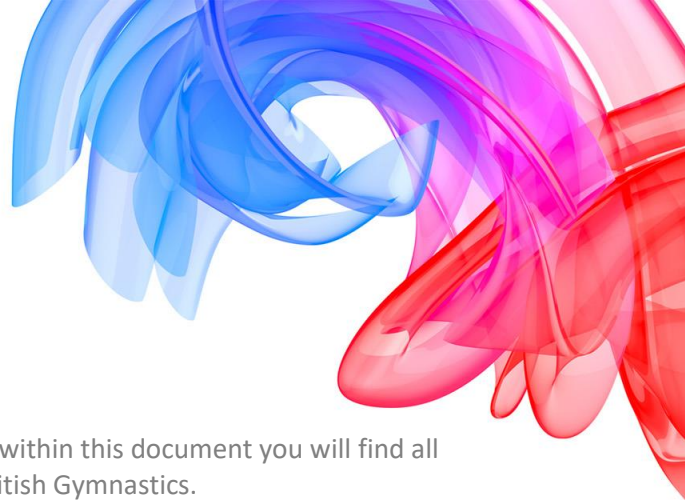
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## Festival details – Overview

Welcome to the Gymnastics for All – Robin Hood Festival, within this document you will find all the details to participate within our festival, support by British Gymnastics.

### Who can enter?

This festival is for:

All clubs within East Midlands regional.

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

### Venue and address

**Venue name:** Robin Hood Gymnastics Club

**Venue address postcode:** Unit 1 Ellesmere Crescent, Hayden Road, Sherwood, Nottingham,  
NG5 1DX

### Link to google maps:

<https://www.google.co.uk/maps/dir/Robin+Hood+Gymnastics+Club,+Ellesmere+Crescent,+Nottin+gham//@52.9790447,-1.2296146,12z/data=!4m9!4m8!1m5!1m1!1s0x4879c1a306082021:0x76f250d1b15119d7!2m2!1d-1.1595753!2d52.9789619!1m0!3e0>

### Time and date

**Date/s:** 20/05/2018

**Registration:** 12:30

**Festival begins:** 13:00

**Estimated end time:** 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.

### Type and level

Festival – This is an open event for clubs to perform and demonstrate their skills and achievements within a friendly environment.

### Theme

The chosen theme for this festival is: Robin Hood

## Entry costs overview – Clubs, Gymnasts, and Spectators

**Cost per gymnast:** £7.00

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**Cost per spectator:** Adults = £6.00      Child = £4.00      Family (of 4) = £15.00

**Note:** Spectator tickets can be purchased from Robin Hood Gymnastics 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](mailto:jack.duggan@british-gymnastics.org)

**Venue contact:** Rachael Griffiths      0115 8374180      [griffithsr@icloud.com](mailto:griffithsr@icloud.com)



## Entry details

### Method of entry

You can enter this festival via:

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

### Method of payment

Cheques payable to:		BACs transfer:	
<b>Name:</b>	Robin Hood Gymnastics Club	<b>Name:</b>	Robin Hood Gymnastics Club
<b>Address:</b>	Unit 1 Ellesmere Crescent, Hayden Road, Sherwood, Nottingham, NG5 1DX	<b>Account number:</b>	33308675
		<b>Sort code:</b>	54-21-47
		<b>Reference:</b>	Name of club and competition

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

### Entry dates

**Entry opening date:** 13/02/2018

**Entry closure date:** 06/05/2018

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

### Late entries

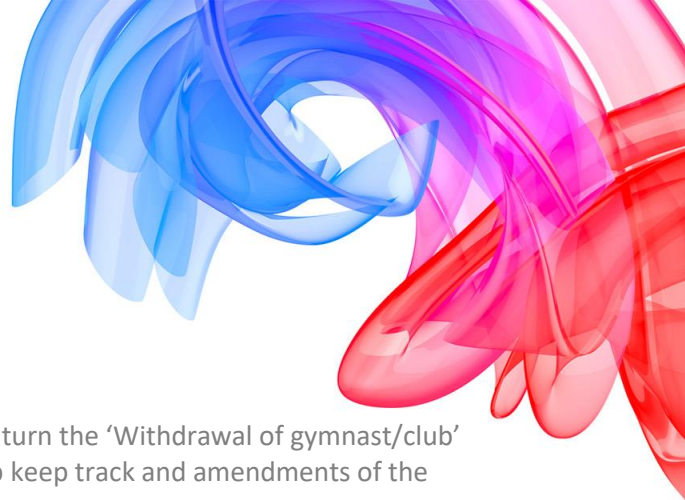
Entries after the closure date will not be accepted and may incur an administration charge for the refund process.

### Changing of a gymnast involved in the festival

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

To transfer a gymnast in this festival, please complete and return the 'Transfer of gymnast' form to [jack.duggan@british-gymnastics.org](mailto:jack.duggan@british-gymnastics.org). This will help keep track and amendments of the running order.





### Withdrawal of entry

If you require to withdraw a team, please complete and return the 'Withdrawal of gymnast/club' form to [jack.duggan@british-gymnastics.org](mailto:jack.duggan@british-gymnastics.org). This will help keep track and amendments of the running order.

If the withdrawal is:

- **After the closure date** – A partial fee may be refunded due to an administration charge for the refund process.
- **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.

Please see entry form for details required to enter teams/gymnasts.

## Structure and programme

### Confirmation of programme

After the entry closure date, the organiser will finalise the festival programme/running order and circulate this with all clubs involved.

If you haven't received an email of the programme five days prior to the 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.

Activity	Estimated time
Arrival	12:30
Registration	12:30
General warm up	12:45
Door open for spectators	12:30
Festival begins	13:00
Festival ends	18:00

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### Rewards and gifts

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

A medal for participating

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

A trophy

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

A trophy

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

A trophy

As part of this festival **the flag** will receive:

A trophy

## Performance details

### Warm up

There **isn't** a warm up hall for the gymnasts. The programme will include a general warm up at the start of the festival but also per performance.

There shall be approximately five minutes per performance. Timings subject to change at the festival organisers discretion.

### Music and PPL licence

Please ensure that part of your entry will require your music to be submitted. You can email your music to the competition organiser or submit it as part of your online entry.

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

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](http://www.ppluk.com)

### Performance slots

Performance slots are a maximum of 6 minutes.

**If you require a longer time slot, please contact the festival organiser.**

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### 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.

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 used for this festival:

Apparatus	Manufacturer	Size, dimensions, run up, landing details	Image
Sprung floor	Gymnova	12 x 12m	Contact the venue for further details
Trampette	Gymnova	Contact the venue for further details	Contact the venue for further details
Various blocks and safety mats	Various	Contact the venue for further details	Contact the venue for further details

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.

## Club, school, and leisure centre requirements

### Club membership requirements

Current British Gymnastics affiliation is required.

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

### School membership requirements

Be a registered member of the BG Partner School Programme.



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

### **Leisure centre membership requirements**

Be a registered member of the BG Leisure Centre Programme.

Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/clubs/leisure-centres/registration>

### **Additional requirements**

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

## **Coach requirements**

### **Coaches required per team**

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

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

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.

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 e.g. club tracksuit or sweatshirt / polo top etc.

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

### **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.

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

### Additional requirements

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

## Gymnast requirements

### Experience and abilities

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

For example; it can't be the first time they have completed the skill. It may be the first time they have performed the skill to an audience of size.

### Membership requirements

Bronze British Gymnastics membership is required.

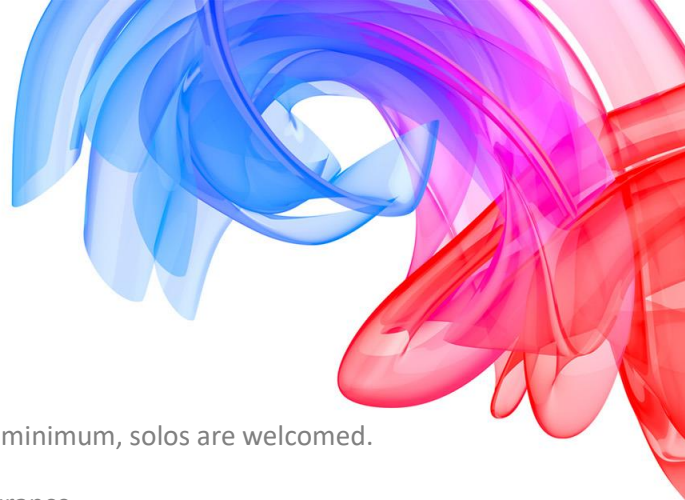
Further details can be found on the British Gymnastics website - <https://www.british-gymnastics.org/coaching/coach-membership/fees>

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

### Attire

This will be suitable and spectacular for the individual/team's performance.

Please be aware the skills they are performing and the risks involved with baggy, loose, non-attached clothing. We would like to ensure a fun, entertaining but safe festival.



### Number of gymnasts per performance

There is a maximum of 25 gymnasts per team. There is no minimum, solos are welcomed.

BG coach ratios should always be covered to maintain insurance.

### 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>

### Jewellery and body adornments

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### Additional requirements

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

## Facilities on-site

### Disabled access

This site has disabled access, if you wish to check/arrange any specific requirements please contact the venue directly.

### Food and drink

Cold food including sandwiches and snacks will be available on-site. Hot dogs will also be sold.

### Toilet and changing facilities

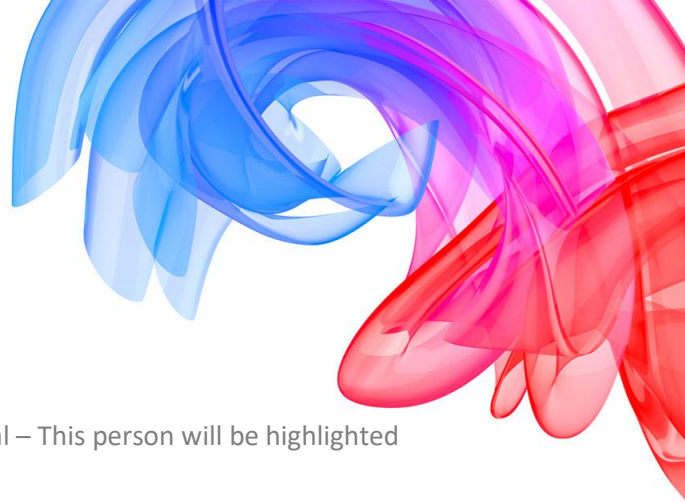
This site has toilet and changing facilities. It also has baby changing and disabled facilities

### Spectator area

There is 150 seating capacity – some in the gym and some within the viewing gallery.

### Car parking

There is free car parking outside the facility but this is limited. On-street parking is also available.



### First aid and welfare

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 (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 the North of the Country.

### Etiquette

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

It is important that the access to the ‘Officials area’ (performing, music etc.) is restricted to authorised personnel only.

### Photography

If you have any gymnasts or coaches that can’t be involved in media (photographs, videos etc.) please ensure you state this against their name on the entry form.

At **no point** should flash photography be used as this can affect the gymnast’s performances and those with epilepsy.

Further details on British Gymnastics photography policy can be found - <https://www.british-gymnastics.org/documents/footer-menu-items/british-gymnastics/3276-photography-policy/file>

### 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.

Risk assessments have been carried out for this festival 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 festival have been completed, your club is responsible for specific risk assessments related to your club e.g. travelling to and from the competition 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 (fire etc.), please exit via the nearest emergency exit and meeting at the front car park (meeting point).

### Terms and conditions

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

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