

Team Leader Information Handbook

16th World Gymnaestrada 2019 7th – 13th July 2019 Dornbirn, Austria



The following document contains information to prepare and attend Gymnaestrada. Please read it carefully to ensure that you have all the information necessary to support you in your planning for the event.

Team Leaders Handbook 16th World Gymnaestrada Dorbirn, Austria Content

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Section One Introduction

Welcome to your Team Leader Handbook, which contains useful information about the Gymnaestrada and your week of Gymnastics.

The World Gymnaestrada is a world-wide, non-competitive FIG Gymnastics for All event held every 4 years, attracting the largest number of active participants of any FIG event. Participation is for everybody, regardless of gender, age, race, religion, culture, ability or social standing.

If this is your first ever Gymnaestrada, then we promise you an enjoyable, memorable and unique experience. If you are a seasoned participant, then we hope that the Austria experience lives up to your expectations and that the 16th World Gymnaestrada is the best yet!

British Gymnastics' Management Team is here to support you and your team to ensure that you get the most out of the Gymnaestrada experience.

This document includes event information, organisational logistics and a provisional timeline for key dates in the lead up to the event.

Helpful Websites

Further information can also be found via British Gymnastics website and World Gymnaestrada website.

- https://www.british-gymnastics.org/news-and-events/international-events/world-gymnaestrada
- http://www.wg2019.at/wg2019/en

For Gymnaestrada specific enquiries please email:

worldgym2019@british-gymnastics.org







Section Two

The Event Programme

World Gymnaestrada events shall consist of demonstrations and performances from the entire range of Gymnastics for All, exclusive of competitions. The event programme shall include:

- Opening Ceremony
- Group Performances
- Large Group Performances
- Dornbirn Special
- FIG Gala
- Closing Ceremony

The planned programme is shown below.

World Gymnaestrada 2019 – provisional timetable 13th Saturday Samstag 10th Wednesday 11th Thursday Donnerstag 12th Freitag 9th Tuesday Dienstag 9.00 9.00 10.00 10.00 FIG Cala 11.00 11.00 12.00 12.00 13.00 13.00 14.00 14.00 15.00 15.00 16.00 16.00 17.00 17.00 18.00 18.00 19.00 19.00 20.00 20.00 21.00 21.00







Opening Ceremony

Location Birkenwiese Stadium, Dornbirn

Date Sunday 7th July

Time 16:00 Duration 2 hours

Capacity 25,000 persons

All participants will meet at the Birkenwiese – all the groups will march in wearing their nation's colours and take up their positions in the stadium.

The stadium has been extended to a capacity of 30,000 spectators so that as many visitors as possible will be able to enjoy the official welcome speeches, the hoisting of the FIG, the World Gymnaestrada and the Austrian flags and the opening show with participants from the whole of the Lake Constance region. Please note that there is no seating and spectators are stood in standing tribunes for the duration.

After the opening ceremony, the mayors of the individual towns and villages will greet the guests in their National Villages with the motto "Colour Our Village". The hosts are looking forward to welcoming all participants in their villages.









Group Performances

Group Performances are designed to show the diversity of Gymnastics for All. Groups shall comprise no less than ten active performers, with no maximum number being set.

Location Trade Exhibition Centre Dornbirn, 8 halls

Date Monday 8th to Friday 12th July Time Daily from 09:00 to 18:00

Duration 6 - 8 minutes per Team (please see Your Performance on page 13 for more details)

Capacity Up to 1,000 persons

Large Group Performances

All teams within the British Delegation will be expected to take part in the Large Group Performance. This will be choreographed well in advance of the event and a rehearsal day will be incorporated into the event preparation. Tickets to watch the event will be sold in advance to the general public.

Location Casino Stadium, Bregenz
Date Tuesday, 9. to Friday, 12. July
Duration Max. 15 minutes per show

Capacity 10,000 persons

Dornbirn Special

As the LOC loved the idea of "Midnight Sun Special" in Finland they decided to use this concept themselves.

On Wednesday evening, they have now organised a special event for the Large Groups and have called it the "Dornbirn Special"

Location Stadion Birkenwiese, Dornbirn

Date Wednesday 10th July

Time 19:00 Capacity 25,000

World-Team

The World-Team was invented by the Finnish LOC for the World Gymnaestrada 2015 in Helsinki and was a huge success!

It's a possibility for gymnasts from all over the world and of all age groups to be part of the Gymnaestrada World Team, to participate in an international Large Group Programme.

The routine will be taught throughout the years before the World Gymnaestrada at different gymnastic events and will also be available on DVD, via YouTube and as written instructions (more information to be released at a later date). In Dornbirn, all gymnasts will meet for joint rehearsals in the beginning of the World Gymnaestrada week.

All GBR Teams are welcome to take part.







FIG Gala

The highlight of the World Gymnaestrada and the international world of gymnastics!

Together with the FIG (International Federation of Gymnastics), the organising committee has choreographed a show featuring gymnastic, light and music aspects.

The Gala, with approximately 20 groups from numerous nations takes place on the last day of the event week and is an absolute highlight of the World Gymnaestrada and will surely enthral thousands of spectators!

Location Trade Exhibition Centre, Ice stadium Date and time Friday 12th July 18:00 and 20:30

Saturday 13th July 10:00

Duration Each time 1.5 hours
Capacity 4,000 persons per show

Closing Ceremony

The big closing ceremony at the Birkenwiese will be an unforgettable finale to this great gymnastic sports week. In a colourful show programme with participants from all five continents, a total of approximately 5,000 active gymnasts from 20 nations will take part. This is followed by the handing over the FIG flag to the next host of the World Gymnaestrada 2023.

After this all participants and the audience are invited to the closing party, which brings together all participants once again with the motto come together. show your colours!

Location Birkenwiese Stadium, Dornbirn

Date Saturday 13th July

Time 16:00
Duration 1.5 hours
Capacity 25,000 persons







Section Three

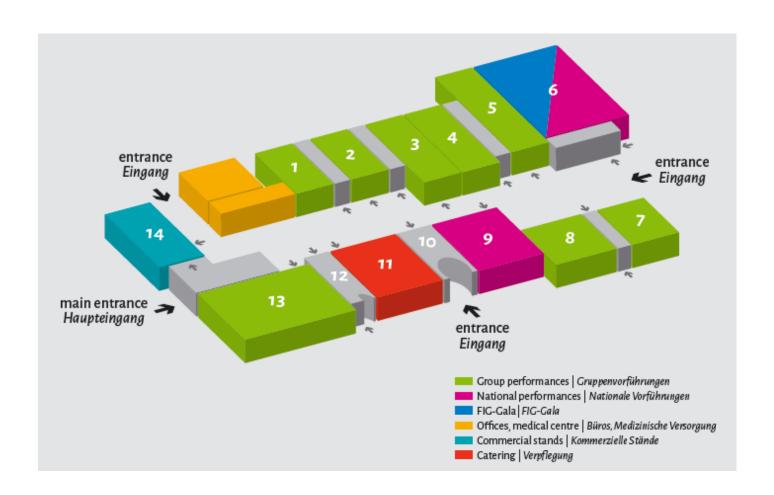
Venues - Gymnaestrada Performance Venues

The venue locations for the World Gymnaestrada 2019 are spread throughout the Vorarlberg Rhine Valley and are easily reached by public transport. Those of you who attended in 2007 know that the distances are well manageable.

While the Large Group Performances were held in Lustenau in 2007, now for 2019 they will be in Bregenz next to the Lake Constance. The Opening and the Closing events as well as the Dornbirn Special will be in the Dornbirn Birkenwiese Stadium and the Group Performances as well as almost all the evening events will be in the Dornbirn Trade Exhibition Centre. In different towns and villages there will be open-air stages built.

Trade Exhibition Centre Dornbirn

Venue for – Group Performances, National Performances and FIG Gala, Catering, Exchanges and Entertainment. The Dornbirn Trade Exhibition Centre has a total of 34,000 square metres of event space. It will be the venue for Group and National Performances, catering, entertainment as well as the FIG gala. There are 14 different halls. At the moment building work is being undertaken and by 2019 two new and modern halls will be available, where the World Gymnaestrada will surely be the first big event experienced there.









Dornbirn Birkenwiese Stadium

The Opening and Closing Ceremonies will take place at the Birkenwiese Stadium in Dornbirn as well as the Dornbirn Special of the World Gymnaestrada 2019. With ideal transport connections to the whole of the Rhine Valley, it can hold 25,000 spectators, with the nearby recreational area of the river Dornbirner. Please note that there is no seating and spectators are stood in standing tribunes.

Casino-Stadion Bregenz

The Casino Stadium in Bregenz has a 6,800 sqm playing area, with seating for 2,600 (1,000 seats are roofed) and terraces for 7,600. It is located near the railway station, the lake and the city centre and so fulfils many requirements of the Large Group Performances taking place there.

City Performances

As well as performances within the Exhibition Centre, you will also be able to perform in the City.

There will be 8 stages, which are central/busy points and where the residents and tourists will be able to admire the gymnastics displays.

Location An estimated eight open-air stages in centres of different towns and villages

Date Monday 8th to Friday 12th July Duration 5 to 15 minutes per show







Section Four Trip Information

Accommodation

This year we have allowed for participants to decide about their accommodation from one of the following options:

School dormitories

Most of the participants will be accommodated in schools. The classrooms become dormitories and per classroom there will be sleeping arrangements for a maximum of 12 persons, with a guaranteed minimum of 6 m² for each person. Sufficient toilets and washing facilities will be provided and cleaned daily. For a nice comfortable sleep inflatable mattresses, pillows and bedding will be on offer and can be ordered via British Gymnastics from the LOC to collect in Dornbirn. Details and prices will be published at a later date. Breakfast, will be served in the schools.

The LOC have guaranteed that the accommodation will be a maximum of 30 minutes walking distance or a maximum of 30 minutes travel by public transport to the Exhibition Centre. If for some reason this is not possible, a shuttle service will be organised by the LOC.

Beds, bedding, air mattresses, blankets etc. are not included in the package cost and teams will need to take their own supplies or obtain them as detailed above.

Participants will be assigned to their accommodation in classrooms by the BG Gymnaestrada Management Team who will ensure that teams are kept together where possible and that the Health, Safety and Welfare of the participants are maintained.

Teams attending Gymnaestrada must be compliant with British Gymnastics Policies. In order to prepare for your trip successfully please thoroughly read the following policies which specifically relate to this type of event.

- Health, Safety & Welfare Guidance: Safe Trips
- Safeguarding Children: Safe Environments

These can be found on our website - www.british-gymnastics.org/safeguarding-and-compliance-policies

Capacity per classroom:

One classroom ($70m^2 = 12$ people) equals approximately $6m^2$ per person.

All schools shall have:

- Catering facilities (vending machines for drinks and snacks)
- Guards and security personnel (round-the-clock-service)
- First-aid service
- Daily cleaning
- Daily refuse collection
- Emergency repair service for sanitary facilities







Hotels

Vorarlberg is a tourist area and has plenty of hotels. A lot of the hotels are family owned and manage and charm you with their individual flair.

We would like to point out that all hotel bookings should be made to British Gymnastics via the local organising committee (LOC). Please note that hotel prices are not included in the package costs and an additional cost will be added to the package if you choose this option. Prices will be confirmed once interest has been received, however, approximate prices (per person, per night) are detailed below:

Hostel 30-40 EUR Class 3 40-60 EUR Class 2 60-90 EUR Class 1 80-130 EUR

Transport

Public transport – trains, trams, buses and the metro are accessible to all participants from the 7th to the 13th July 2019. The Participant Card (included in the package) entitles participants to access to all public transport within the City Centre during this time.

National Villages

The participating countries will be accommodated in National Villages. The creation of National Villages was an idea, that was implemented for the first time in Vorarlberg in 2007 and functioned very well. For that reason, this concept will be used again in 2019.

What are National Villages?

All participants from the same country will be accommodated in the same town. For instance, in 2007, the Dutch were all accommodated in the area of Haselstauden in Dornbirn. The population of Haselstauden had concentrated on preparing Dutch signposts and menus. This concept was of great benefit For all participants, the group leaders, the head of delegation and also for the population, who gave their best to ensure "their Nation" were made to feel welcome there.

With the creation of the "National Villages" in 2007, many friendships and personal relationships were formed between the participating nations and their host towns and villages, which enabled the stay to become a personal experience.

The locals are really delighted -

The population are really delighted and full of anticipation for the event. They have had numerous requests already from various towns and villages who would like "their nation" back, as participants and the population became close-knit and the participants brought a sparkle and colour with them and the locals provided the local welcoming atmosphere!

Is it far away?

The Rhine Valley where all participants will be accommodated is approximately the same size as Helsinki and with the very efficient public transport that is provided, you can reach all event venues from your accommodation in about 30 minutes.







Kit

Great Britain kit will be provided as part of the package. This will include options for the first time:

Standard

- GB Tracksuit x 1 (Jacket and jogging bottoms)
- GB Rucksack x 1
- GB T-Shirt x 2

Optional

- Leggings instead of jogging bottoms
- 1 x Vest instead of T-Shirt (ladies fitted)

Kit samples will be available in all sizes at Large Group Display rehearsal day in November 2018. There will be no other opportunity to sample kit other than on this date.

Kit will be distributed to all participants at the final rehearsal in April 2019.

Insurance and Welfare

It is essential that all participants take out additional Travel Insurance which is stated to provide cover for Gymnastics activity. These arrangements can be made through the BG website within the insurance centre http://www.bg-insurance.org/ or from another provider. If another provider is used, please ensure that it provides medical cover for Gymnastics as BG will request this information on registration.

Legislation requires that when a club takes gymnasts under the age of 18 on a journey involving an overnight stay, the club must ensure that there is a designated trained person responsible for child protection on the trip. To be suitably trained, the person must hold a current BG DBS disclosure and a valid BG recognised Safeguarding qualification. Initial 3-hour face to face Safeguarding courses can be accessed locally, an annual refresher is then required for certification to remain valid. To adhere to CPSU child protection standards the designated person must not be related to or in a relationship with the coach attending the trip in any way. British Gymnastics do not recommend that the designated person is a key member of the coaching team.

All coaches and volunteers travelling with the team must have a current BG DBS disclosure in place.

All Teams attending Gymnaestrada 2019 must be compliant with British Gymnastics Policies. In order to prepare for your trip successfully please thoroughly read the following policies which specifically relate to this type of event.

- Health, Safety & Welfare Guidance: Safe Trips
- Safeguarding Children: Safe Environment

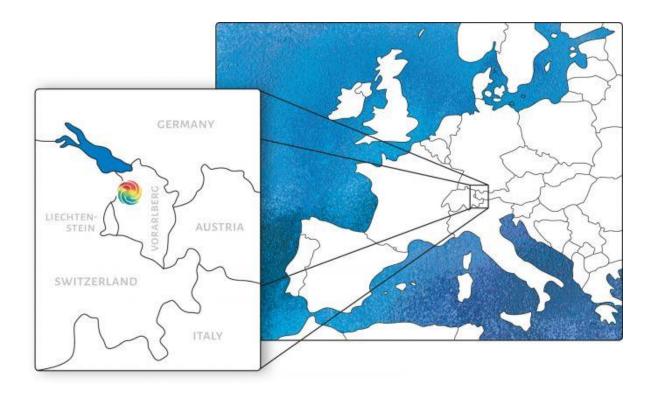
These can be found on our website - www.british-gymnastics.org/safeguarding-and-compliance-policies

A British Gymnastics UK Based Welfare Officer will also be allocated for the trip.









Equipment

Gymnastics apparatus will be provided free of charge up to a certain limit for Group Performance, City Performances and Large Group Performances. All arenas will be equipped with roll mats, all other apparatus must be ordered separately. A detailed description of the available equipment and the process for ordering will be given at later date. Full details of the Teams requests for equipment will be requested in due course. If you wish to bring additional apparatus or props, whether large or small, you will need to make the Management Team aware when prompted to ensure that this can be transported to Dornbirn.

Family and Friends

Family and friends are welcome to travel to the event as spectators and the event travel company will be happy to help with flight bookings and sourcing accommodation. If your team would like information on how to access this support, please email the Gymnaestrada email address: worldgym2019@british-gymnastics.org

Accompanying family or friends (of any age) must stay in hotel accommodation. Only participants with an event Participant Card can stay in school accommodation, which is only available by booking the full package with British Gymnastics.







Your Performance

All GBR teams will share a 15 minute performance slot with another GBR team. Teams will be matched based on geographical location and complimentary performance styles. It is expected that the full 15 minutes is filled and therefore teams must have a 6-7 minute routine with a linking section in the middle to allow for one performance to finish and the next to start. Once all the teams have registered, your partner team will be announced before April 2018 to ensure there is time to get to know each other and prepare choreography together for the linking sections. Many types of gymnastics apparatus will be available and provided by the LOC except for any bespoke equipment. Floor mats are classed as 'apparatus' so please ensure that you specify this when required.

British Gymnastics wants to support all the performance teams attending Gymnaestrada as much as possible and for this event have provided an opportunity for all teams to receive feedback on their performances by an evaluation panel. Teams wanting to attend the event in 2019 must agree to enter one GymFusion event where their routine will be evaluated against the criteria below. This evaluation will not rate one performance over another; it is to allow constructive feedback to be given to the team or choreographer about the performance in order to help their development. This feedback is only to be shared between the Panel and the Team and uses the same criteria as the FIG Gym for Life.

Section	Criteria explanation
Entertainment	 Does the group performance keep the audience engaged throughout the performance? Are there surprise/wow moments within the routine? Does the group interact with the audience throughout the performance? Was the music choice entertaining? Did it keep you interested in the performance?
Innovation/Originality	 Is the group's theme/story interesting or original? Is the theme/story easily understood from the performance? Does the group use exciting floor patterns (formations)? Does the group use interesting choreography and different styles of dance?
Variety and Technique	 Are the gymnastic skills within the performance suitable to the overall skill level of the group? Are all gymnasts involved throughout the performance (i.e. no single gymnast is showcased throughout, each gymnast's best qualities are utilised)? Are the gymnastics and dance skills performed well with correct technique? Are there a variety of gymnastics and dance styles used throughout the performance (i.e dance, tumbling, acro, hand apparatus/props, large apparatus)
Overall Impression	 Were the costumes suitable to the age and gymnastics skills within the performance? Was the music suitable to the age and gymnastics skills within the performance? Was the performance memorable? Would you like to watch the performance again?







After your team has performed at a GymFusion event, feedback and advice will be given under the above sections. This is also your chance as a choreographer/team leader to ask any questions you may have about the performances, large group display and organisation of your group at the World Gymnaestrada. We understand that the routine performed at GymFusion may not be the routine performed at Gymnaestrada and it is not a requirement to perform the same routine. The purpose of the evaluation process is to support the team, coach and choreographer to enhance their performance and any future performances.

A list of all GymFusion dates will be available on the BG website: https://www.british-gymnastics.org/news-and-events/national-events/gymfusion

In November 2018, a rehearsal of the Large Group Display will take place at Lilleshall National Sports Centre. All Teams are expected to attend to learn and practise the routine. The routine will be sent prior to this date to all Group Leaders via a YouTube link.

In April 2019, there will be a full rehearsal day for all teams to practise their final routine alongside the teams they will be sharing a slot with. Full attendance is expected on this day and the Evaluation Panel will also be attending to provide feedback on the routines.

In June 2019, all teams will be asked to provide a video of their final performance. This video allows the Gymnaestrada Management Team to finalise the apparatus set ups and also to ensure that teams using the same performance slots work together.







Section Five

The Management Team

Gemma Barton - Head of Delegation

Gemma is Head of Participation at British Gymnastics. She is Head of Delegation for the World 2019 Gymnaestrada in Austria.

Erin Madden – Team Manager

Erin is Gymnastics Participation Manager at British Gymnastics. She is the team lead in operations and logistics.

Melissa Bowdler – Finance Manager

Melissa is employed by British Gymnastics as Finance Manager. She is the accountant for World Gymnaestrada 2019.

Kirstie Clayton – Gymnaestrada Administrator

Kirstie is the administrator for this project and looks after the finer points for the teams. Her main role is to maintain the communication between BG and the team leaders plus the key personnel from the Local Organising Committee (LOC) in Austria. She also ensures that all information received via the LOC in Austria is circulated to the management team and the appropriate team leaders when applicable. Kirstie also works with Melissa to monitor and administrate the event finance.

BG Support Staff

Additional BG Staff will be at the event as the main points of contact for team leaders during the event and each group will have an assigned member of staff to support them during the event in terms of accommodation, travel and transport.

Wendy Lucas, Jess Nicholson, Cherie Skeats, Sarah Welch - The Choreography Team

The Choreography Team have been commissioned by the management team to choreograph the Large Group Display. Their role within the Gymnaestrada team is vital to engage the participants and come up with a theme to capture the audience and world participants at this great event.

Travel

A Travel Management Company will be appointed to manage the travel services and will ensure that all participants get to their destination on time for Gymnaestrada. Staff will be at your appointed airport to assist groups with their check in and also meet you in Austria. They will also support the travel services of any friends and family who wish to travel with the delegation.







Section Six

General Information about Dornbirn, Austria

Currency

Austria uses the Euro as its national currency. The Euro is broken up in to 100 cents (1, 2, 5, 10, 20, 50 cent coins and 1 and 2 euro coins) and 5, 10, 20, 50, 100, 200, 500 euro notes.

Medicines and Medical Treatment

Currently, citizens from the EU are entitled to free or reduced-cost NHS (National Health Service) treatment with an EHIC card. With the timing of Britain leaving the EU, this situation may change before the event. Please note however that full health and travel insurance will still be required.

There will also be a 24hr medical centre; details of this will be available on arrival and also on notice boards in the accommodation. First aid provision will be available at all venues where performances are taking place.

Security

The safety of all event participants is paramount and British Gymnastics will conduct a thorough Risk Assessment and will work directly with the LOC to ensure plans and procedures are in place and adhered to at all times.

Weather

The weather in Dornbirn is as unpredictable as in Great Britain however on average the temperature in July is around 20 Degrees Celsius and is generally warm and sunny. Some light rainfall may be expected.

Time

In the summer, Dornbirn is 1 hour ahead on UK time. The hours of sunlight are quite similar to in Great Britain with approximately 15 hours of daylight (sunrise 5am, sunset 9pm).

British Embassy Vienna, Austria

British Embassy Contact Details

Address: Jauresgasse 12 1030 Vienna Austria

Phone: +43 (1) 716130 **Fax:** +(43) (1) 71613 2900

Website: https://www.gov.uk/world/austria







Section Seven – Registration and Prices

This section includes all the information for registering via the British Gymnastics online portal GymNet and also includes the costs and some important dates in the run up to World Gymnaestrada 2019.

Prices & Packages

The package price for World Gymnaestrada 2019 is £950 per person.

This includes the following:

- Flights from hub airports; Glasgow, Manchester, London to Zurich
- Airport transfers in Zurich to and from school accommodation
- Participant Card All performances and local transport (except FIG Gala)
- School Accommodation for 8 nights (7th 13th July)
- Breakfast for 7 days (8th-14th July)
- Standard GB Kit 2 x T-Shirt, 1 x Tracksuit and 1 x Rucksack (if you choose to swap an item of standard kit for an optional item, there is no additional charge)

Travel will be on scheduled flights from the hub airports and where possible direct flights will be sourced. Through working with the travel operator, group booking prices as the best possible rate will be sought. We will endeavour to keep all teams together however the whole delegation will be split over several flights. Flight details for July 2019 are not released until July 2018 and so exact flight times cannot be given until after this time. If, due to unforeseen circumstances there are not enough flights from the UK to Zurich to arrive on 7th July, additional measures may need to be put into place for example, extra nights' accommodation or chartering flights, which may affect the overall participant cost. This will be avoided where possible and will only be implemented when absolutely necessary.

The cost for this event is based on predicted exchange rate. Due to the current political climate, if there is a significant change in the status of the £GBP then this will need to be reflected in the cost.

<u>Meal Bol</u>t On

A 7 day lunch Meal Bolt On package can be purchased for £100 per person. Menus and further details to be confirmed at a later date.

Registration Process

Team registration is open from 2nd October 2017.

Team entry for the 2019 World Gymnaestrada is through the BG GymNet portal Online Entry. Details of how to enter using this system can be found on the event page of the BG website.

https://www.british-gymnastics.org/event/8938/gymnastics-for-all-16th-world-gymnaestrada-2019

Participant Registration is open from 8th January 2018 until 26th October 2018.







Payment Plan

The payment plan below details the deadline dates for all payments to be made to BG via the Online Entry System. These payments will appear in the Club's shopping basket. All payments must be received before these deadlines to ensure they have arrived on time and are correct (allowing for any potential postal issues).

15th December 2017

Registration Fee - An initial single payment of £950 (non-refundable deposit) must be received by British Gymnastics by this date. Please note all cheques must be received in the post before this date to ensure they can be processed on or before the due date.

18th May 2018

Payment of £250 per person (non-refundable deposit) to reserve place

26th October 2018

Payment of £350 per person (non-refundable deposit)

8th March 2019

• Final payment of £350 per person (non-refundable deposit). Plus an additional £100 if requesting the 'Meals' Bolt on totalling £450.

This equates to 4 payments:

- One team payment of £950 in total
- Three individual payments per person totalling £950 (or £1,050 if 'Meals' is requested)

Cancellation/Refund policy

No cancellations or refunds will be issued.

If a participant who has paid money towards the event decides they no longer want to go, you can change the name of the participant attending up until 11th January 2019. From this point on accreditation passes will be issued and flight tickets confirmed with individual participant names. In this instance, it is the Team Leaders responsibility to agree with the participant and/or their parent/guardian any exchanges of money. British Gymnastics will not be accountable for this process taking place. Please note that any kit ordered for the previous participant will be transferred to the new participant as the kit will have been ordered based on the details provided in November 2018.







Section Eight

Important Dates

2nd October 2017

Online registration for Gymnaestrada (via GymNet) opens to Clubs

15th December 2017

Online entry complete for team registration and deposit paid

20th December 2017

Confirmation of registration from British Gymnastics to all teams

8th January 2018

Participant registration open

18th May 2018

• Participant registration closes and payment of £250 per person (non-refundable) received

February 2018 – November 2018

All teams attend a GymFusion event for evaluation

April 2018

Bulletin to all Gymnaestrada teams with additional specific information

26th October 2018

Payment of £350 per person (non-refundable) received

November 2018

Mass Display Rehearsal and Kit Sample Day – location TBC

8th March 2019

• Final payment of £350 per person (non-refundable) received

April 2019

- Full rehearsal day for all teams at Lilleshall National Sport Centre
- Kit collection for all teams
- Mass Display practise

June 2019

Final video submission of full routine





