

GYMFUSION

GymFusion: Derby City 2013

Event Information Pack

Sunday 27th October

**Derby Live
Assembly Rooms, Market Place, Derby DE1 3AH**

www.british-gymnastics.org

www.derbylive.co.uk/

This pack includes all the information necessary to support you with your entry into the GymFusion: Derby City 2013 event. Any details that need confirming nearer the time will be sent directly to you via email after the closing date for entries.

Event Details Summary

➤ What is GymFusion?	Page 3
➤ Date	Page 3
➤ Venue	Page 3
➤ Theme	Page 3
➤ Timetable for the day	Page 3
➤ Entries	Page 3
➤ Spectators	Page 3

Performer/Team Information

➤ Equipment	Page 4
➤ Performance Time	Page 4
➤ Music	Page 4
➤ Team Information Sheet	Page 4
➤ Dress Code	Page 4
➤ Warm-Up	Page 4
➤ Gymnast Seating	Page 5
➤ Arrival Details	Page 5
➤ Travel & Transport	Page 5
➤ Accommodation	Page 5
➤ T-Shirts	Page 5
➤ Photography	Page 5

Participant Entries

➤ Opening date for entries	Page 6
➤ Closing date for entries	Page 6
➤ Entry Fee	Page 6
➤ Entry Details	Page 6
➤ Performance Slots	Page 6
➤ Participants	Page 6
➤ Participant Membership and Insurance	Page 6
➤ Coaches	Page 6
➤ Medical	Page 7

Spectator Information

➤ Seating	Page 8
➤ Ticket Sales	Page 8
➤ Ticket Prices	Page 8
➤ Parking	Page 8
➤ Travel & Transport	Page 8
➤ Refreshments & Merchandise	Page 8
➤ Photography	Page 8

Terms & Conditions

Page 9

Appendix 1 – Team Information Sheet

Appendix 2 – GymNet entry guide

Please note that your main point of contact throughout is Melissa Carr (Club Development Coordinator)

melissa.carr@british-gymnastics.org

07584517635

1. Event Details Summary

What is GymFusion?

GymFusion has been developed to enable gymnasts of all ages and abilities to perform and enjoy being part of a non-competitive experience.

Date

Sunday 27th October

Venue

Derby LIVE Assembly Rooms, Market Place, Derby DE1 3AH

<http://www.derbylive.co.uk/>

Theme

The theme for 2013 is 'Once Upon a Time...'

The setting of the event will run with this theme however your performance does not have to follow the theme

Timetable for the day*

**Please note that this timetable is currently a guide and is subject to change closer to the event. A finalised and more specific timetable will be published once entries have closed.*

Show 1 (1:00pm)

Team Registration:	11:30am
Coaches Briefing:	12:15pm
First Warm-up:	12:40pm
First Performance:	1:00pm
Finish:	3:00pm

Show 2 (4:30pm)

Team Registration:	3:00pm
Coaches Briefing:	3:45pm
First Warm-up:	4:10pm
First Performance:	4:30pm
Finish:	6:30pm

Entries

Clubs: Online through GymNet (see attached Appendix 2 for GymNet entry guide)

BG Partner Schools: Please contact Melissa Carr (07584517635, melissa.carr@british-gymnastics.org)

Please note that there is a maximum of 14 teams per performance. The team places will be allocated on a first come first serve basis. Clubs are permitted to enter more than one team. When entering your team on GymNet you will be asked to specify which performance you would prefer to enter, you may only chose to enter one show. If you would like to take part in both performances you will need to email Melissa Carr (melissa.carr@british-gymnastics.org) advising of this. You will be placed on a reserve list and will be offered 2 shows if space is available once entries have closed.

Spectators

Spectator tickets are available from the Derby Live box office. Can clubs/coaches please ensure that ticket information is sent out to all potential spectators well in advance- neither the organisers nor the venue will be held responsible if parents/guardians are unable to purchase tickets.

Call-

Telephone: 01332 255 800

Lines are open Monday – Saturday: 10am – 8pm.

Drop In-

Derby LIVE Box Office, Assembly Rooms, Market Place, Derby, DE1 3AH

Standard Opening Times: Monday – Saturday: 10am - 8pm

Book Online 24/7-

<http://www.derbylive.co.uk/>

2. Performer / Team Information

Equipment

The performance area will be a 12mx12m sprung floor. Staging and seating will directly surround the floor; please be conscious of this when developing your routines and ensure that performers do not leave the set area. Additionally, please be aware that the spectators will be sat on a balcony which horse shoes the floor area.

No other equipment will be provided by us. If a team requires any further equipment it is the responsibility of the team to transport this equipment and carry out a full equipment check and risk assessment. We can only insure British Gymnastics approved equipment. Please inform us via the team information sheet if you will be bringing any of your own equipment to the event. The bringing of additional equipment must be pre-arranged, please do not just turn up with it on the day as we will not be able to accommodate it. Those bringing equipment will be contacted closer to the event to arrange drop off/collection of equipment.

Please also be aware that there will be no access to equipment in the warm up hall, only in the performance area.

Performance Time

Performance slots (routines) are between 2 – 6 minutes. This must be adhered to.

If you require a longer time slot please contact the organiser. We will do our best to accommodate your request but can't guarantee a longer slot will be available therefore please contact us sooner rather than later.

Music

Music choice is optional and may contain vocals.

The organiser will require 2 copies of your music on different CD's that are clearly labelled by Friday 4th October. Please send CD's to: Melissa Carr, 67 Wykin Road, Hinckley, Leicestershire, LE10 0HU.

The music will be checked and uploaded onto the show computer. Please ensure that the copy you send is a good clean, non-crackling version.

Please note that at GymFusion Derby City, you are permitted to use music belonging to Disney, Andrew Lloyd Webber and Cirque. This is because the venue holds the appropriate licence for such music to be played. This is not the case for all GymFusion's, so please make sure that if you plan on entering any other event, you check the music stipulations.

Team Information Sheet

The team information sheet (Appendix 1) must be fully completed and returned to the event organiser via email (melissa.carr@british-gymnastics.org) by Friday 4th October. Please email it across sooner if possible.

Dress Code

We encourage teams to be creative with their outfits as this really adds to the performance and makes the show more spectacular. However coaches and participants are requested to dress with safety in mind and ensure all jewellery is removed.

Warm Up

Teams will be expected to wait in their designated areas and will therefore need to keep warm. We will attempt to provide a body warm up followed by a routine run through (with no equipment) on a 12mx12m tribond floor, prior to each team's performance. Please note that there will be no option to warm up on the performance floor.

Both shows will have a half way interval. The teams participating in the first half of the show will remain in their designated areas/ the warm up area; those participating in the second half of the show will take their seats in main hall (to watch the first half of the performances). At the half time interval, the teams will switch.

Gymnast Seating

Performers will be able to watch the half of the show that they are not performing in. They will be seated on the performance level tiered seating and will not be permitted to leave this area when the show is taking place.

Arrival Details

Entry to the venue for gymnasts and coaches will be accessible via the Darwin Suite entrance door (next to the Box Office). Please arrive at the Darwin Suite entrance by 11:30am (1st show) or 3:00pm (2nd show) with all coaches and gymnasts at the same time. Parents/guardians will not be permitted entrance.

You will have 45 minutes (from 11:30am/3:00pm) to arrive and sort costumes/make up etc. Each team will be allocated a space where they will be expected to store all bags and remain before warm-ups commence.

Transport and Travel

We can help you to navigate your way to Derby LIVE and provide specific travel and transport information if required (via the main contact).

How to find us: <http://www.derbylive.co.uk/findus.aspx>

Local car parks: <http://www.derbylive.co.uk/carparking.aspx>

Access: <http://www.derbylive.co.uk/access.aspx>

Accommodation

If you are planning on an overnight stay, please ensure all the correct procedures are in place according to the BG policy and that the BG Overnight Stay form is completed and returned no later than Thursday 26th September. The form can be found at www.british-gymnastics.org under events and travel.

Information on local hotels, as well as idea's on where to eat can be found on the Derby LIVE website:

<http://www.derbylive.co.uk/accommodation.aspx>

T shirts

GymFusion t-shirts and hoodies will be available to purchase on the day.

Photography

By entering / attending the event all coaches, participants and spectators consent to being filmed / photographed at the event. Please notify Melissa Carr (details previously listed) if this causes any problems for any members of your team.

3. Participant Entries

Opening date for entries

Entries will open on Monday 20th May.

Closing date for entries

Entries will close on Thursday 26th September. Late entries will not be accepted.

A reminder that there are 14 performance slots per show and these will be allocated on a first come first served basis. Once all spaces have been allocated the entry process will close. At this point, if you would like to be placed on the reserve list, you will need to email Melissa Carr (melissa.carr@british-gymnastics.org).

An entry counts when your team entry has been closed and paid for to date; however, additional team members can be added to your team up until the closing date.

Entry Fee

The fee to enter is £7 per gymnast for one performance, £10 per gymnast for two performances.

Because you will only have the opportunity to enter one show, you will need to pay £7 per performer. If you are allocated a performance slot in your second show, we will request manual payment (cheque) of £3 per gymnast/performer.

Entry Details

All entries must be made online through GymNet. If your club already renews its membership online then the club secretary will already have a user name and password to access GymNet. The secretary can also select a nominated person from the club to have access to the clubs GymNet to allow another person from the club to complete the online entry form for GymFusion.

If you don't have a GymNet username or password for your club please contact the British Gymnastics membership department on 0845 1297129 ext 2395 or membership@british-gymnastics.org

Please refer to the entry user guide if you require details on how to enter your team on GymNet.

BG partner schools who wish to take part should contact Melissa Carr for details of how to enter their team.

Performance slots

The number of team performance slots available are limited to 14 per show and will be allocated on a first come first served basis. Once both shows have been filled, entries will close.

Participants

There is no minimum or maximum number of gymnasts that can perform within the team, subject to safety and coach ratio.

Only participants entered through the online entry system will be allowed to perform on the day.

Participant Membership and Insurance

All participants must be at least Bronze members of British Gymnastics throughout training and at the time of the event. Participants can hold temporary BG membership but this must be in place when the team entry is made and must last until the day of the event. All participants should be accompanied and accounted for at all times by BG coaches / club officials.

Coaches

All coaches must be members of British Gymnastics and at least one coach per team must hold a minimum Level 2 coaching qualification. We have allocated space for 2 coaches per team however we understand that this must meet the needs of the performers and also the coach to gymnast ratio. If you wish to bring more than 2 coaches, please contact Melissa Carr directly ASAP.

The coaches attending the event must be qualified in the discipline that the gymnasts will be performing in and must be qualified to coach the skills being performed. (The skills must be in the coaching syllabus of their qualification.)

Any coaches wishing to perform in GymFusion as part of a performing team must enter themselves as a gymnast when the team is entered on CRM.

Medical

Basic first aid will be provided by British Gymnastics at the event. However, clubs must have medical and emergency contact details for all participants in their team and will be directly responsible for their well-being.

4. Spectator Information

Seating

The venue holds up to 500 spectators who will be seated on the balcony tiered seating. Please note that the balcony is not accessible by lift. Please ask for more details at the Derby LIVE Box Office at the time of booking.

Ticket sales

Tickets will go on sale on Monday 27th May 2013, and will be sold directly through Derby LIVE: www.derbylive.co.uk/
Call-

Telephone: 01332 255 800

Lines are open Monday – Saturday: 10am – 8pm.

Drop In-

Derby LIVE Box Office, Assembly Rooms, Market Place, Derby, DE1 3AH

Standard Opening Times: Monday – Saturday: 10am - 8pm

Book Online 24/7-

<http://www.derbylive.co.uk/>

There will be a £1.25 administration fee for all bookings made over the counter/over the phone. Additional Terms & Conditions of bookings (including delivery charges) can be found online at: <http://www.derbylive.co.uk/tac.aspx>

All tickets will be allocated seating and will be sold on a first come first served basis. Tickets are limited and any unsold tickets will be available on the door, however we can't guarantee that tickets will be available on the door.

Ticket prices

Advance ticket prices are as follows:

Adults - £10 per ticket per show; £15 for a ticket to both shows*

Concessions (Under 16 & Over 60) - £7 per ticket per show

Under 1's are permitted free entry, given that they can share a ticket holder's seat.

*Please note that you will only be able to receive the £15 ticket offer for both shows by booking over the counter/over the phone.

The Derby LIVE box office will be open on the day from one hour before the first performance, until 30 minutes after the second performance starts (assuming that there are still tickets available). On the door ticket prices are as follows:

Adults - £12 per ticket per show

Concessions (Under 16 & Over 60) - £9 per ticket per show

Under 1's are permitted free entry, given that they can share a ticket holder's seat.

There will be a £1.25 administration fee for all bookings made over the counter/over the phone. Additional Terms & Conditions of bookings (including delivery charges) can be found online at: <http://www.derbylive.co.uk/tac.aspx>

Parking

For information on where to park, please visit: <http://www.derbylive.co.uk/carparking.aspx>

Travel and Transport

Full details on how to get to the venue can be found at <http://www.derbylive.co.uk/findus.aspx>

Refreshments and Merchandise

Snacks and light refreshments will be available at the venue. Photos, t shirts and other merchandise will also be available to purchase on the day.

Photography

By attending the event all spectators consent to being photographed / filmed.

Photography by spectators is permitted, but no flash is to be used.

5. Terms & Conditions

- It is the team's responsibility that all registered gymnasts/participants/coaches are affiliated with British Gymnastics on the day of the event.
- Teams must ensure that all music and team info sheets are with the event organiser by the stipulated deadline: Friday 4th October.
- Teams (coaches and participants/gymnasts) must arrive at the same time and register together. Under no circumstances will parents/guardians be allowed passed the registration desk.
- Only entered participants/gymnasts and nominated coaches prior to the event will be allowed into the team areas.
- Any changes in team personnel must be made known to the event organiser, prior to the event.
- Teams must respect the venue and staff at all times.
- Participants /gymnasts are the full responsibility of their coaches.
- Spectators, parents/guardians, teams and staff are to remain in their allocated areas at all times. Anyone found in a non-permitted area will be removed from the building.
- When gymnasts/coaches are in the performance hall to watch the show, they must remain seated at all times and not leave until advised by BG staff.
- By entering GymFusion: Derby City 2013 you are agreeing to all Terms & Conditions as listed.