

# GYMFUSION

**GymFusion: Derry-Londonderry 2013**

## **Event Information Pack**

**Saturday 5<sup>th</sup> October**

**Millennium Forum  
Newmarket Street, Derry-Londonderry, BT48 6EB**

[www.british-gymnastics.org](http://www.british-gymnastics.org)

[www.northernirelandgymnastics.org](http://www.northernirelandgymnastics.org)

[www.millenniumforum.co.uk](http://www.millenniumforum.co.uk)

This pack includes all the information necessary to support you with your entry into the GymFusion: Derry-Londonderry 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 Mollie Davies (Area Manager – Northern Ireland)

[mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org)

07841 451928

## 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

Saturday 5<sup>th</sup> October

### Venue

Millennium Forum, Newmarket Street, Derry-Londonderry, BT48 6EB

[www.millenniumforum.co.uk](http://www.millenniumforum.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 (1:00pm)

Team Registration:	10:30am
Coaches Briefing:	12:15pm
First Warm-up:	12:40pm
First Performance:	1:00pm
Finish:	3:00pm

### Entries

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

BG Partner Schools: Please contact Mollie Davies (07841 451928, [mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org))

Please note that there are a restricted number of performance slots available. The team places will be allocated on a first come first serve basis. Clubs are permitted to enter more than one team.

### Spectators

Spectator tickets are available from the Millennium Forum 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: 028 71264455

Lines are open Monday – Saturday: 9.30am – 5.30pm.

#### Drop In-

Millennium Forum, Newmarket Street, Derry-Londonderry, BT48 6EB

Standard Opening Times: Monday – Saturday: 9.30am – 5.30pm.

#### Book Online 24/7-

<http://www.millenniumforum.co.uk/book-online>

## 2. Performer / Team Information

### Equipment

The performance area will be a **13mx9m sprung floor** (Height restriction of 7m). 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. **A floor plan of the auditorium and stage will be sent out nearer the time.**

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 (including large props) 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. There will be no sprung floor in the warm up hall.

### 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 Monday 16<sup>th</sup> September. Please send CD's to: Mollie Davies, British Gymnastics, Room 11F04A, Sports Centre, University of Ulster, Jordanstown Campus, Shore Road, Newtownabbey, Co.Antrim, BT37 0QB

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.

### Team Information Sheet

The team information sheet (Appendix 1) must be fully completed and returned to the event organiser via email ([mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org)) by 5pm Monday 16<sup>th</sup> September. 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. There will be a warm up hall (with no equipment) with a tribond floor/judo mats for a general body warm up/performance run through without music. **Please note that there will be no option to warm up on the performance floor; however we will be offering a chance to have a 5 minute 'floor orientation' to see the auditorium layout and practice basic skills. This will not be a performance run through and will be a strict 5 minute slot.** To book a floor orientation please email [mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org)

The show 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 top level of the auditorium and will not be permitted to leave this area when the show is taking place.

## **Arrival Details:**

**TBC**

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 Millennium Forum and provide specific travel and transport information if required (via the main contact).

How to find us: <http://www.millenniumforum.co.uk/content/directions>

Local car parks: <http://www.millenniumforum.co.uk/content/car-parking>

Access: <http://www.millenniumforum.co.uk/content/access-guide-forum>

## **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 Friday 6<sup>th</sup> September. The form can be found at [www.british-gymnastics.org](http://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 Derry Visitor and Convention Bureau's website: <http://www.derryvisitor.com/>

## **T shirts**

## **Photography**

By entering / attending the event all coaches, participants and spectators consent to being filmed / photographed at the event. Please notify Mollie Davies (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 15<sup>th</sup> July.

#### **Closing date for entries**

Entries will close on Monday 9<sup>th</sup> September. Late entries will not be accepted.

A reminder that there are limited performance slots 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 Mollie Davies ([mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org)).

An entry counts when your team entry has been closed and paid for.

#### **Entry Fee**

The fee to enter is £7 per gymnast.

#### **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](mailto: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 Mollie Davies for details on how to enter their team.

#### **Performance slots**

The numbers of team performance slots are limited and will be allocated on a first come first served basis. Once the show has 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 gymnast/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 Mollie Davies 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.

Only 2 coaches per team will be permitted into the backstage area due to health and safety regulations. We ask that you come ready to perform as changing room space is limited. NO volunteers will be allowed backstage to do hair/make-up/costumes so it is advised to do this before you arrive.

### **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 600 spectators in the centre and front circle and stalls.

### Ticket sales

Tickets will go on sale on Monday 22<sup>nd</sup> July 2013, and will be sold directly through Millennium Forum:

<http://www.millenniumforum.co.uk/content/booking-info>

### Call-

Telephone: 028 71264455

Lines are open Monday – Saturday: 9.30am – 5.30pm.

### Drop In-

Millennium Forum, Newmarket Street, Derry-Londonderry, BT48 6EB

Standard Opening Times: Monday – Saturday: 9.30am – 5.30pm.

### Book Online 24/7-

<http://www.millenniumforum.co.uk/book-online>

There will be a £1.50 payment fee per booking made by credit card. Tickets can be posted for a charge of 90p or held at box office for collection on the evening. Additional Terms & Conditions of bookings can be found online at:

<http://www.millenniumforum.co.uk/content/booking-info>

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 - £7.50\*

Children (Under 14's) and Concessions (Over 60) - £5.50\*

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

The Millennium Forum box office will be open on the day one hour before the performance begins (assuming that there are still tickets available). On the door ticket prices TBC.

\*All tickets include a 50p Development Donation to Millennium Forum. For more information on the Development Fund please go to: <http://www.millenniumforum.co.uk/content/development-donation>

### Parking

For information on where to park, please visit: <http://www.millenniumforum.co.uk/content/car-parking>

### Travel and Transport

Full details on how to get to the venue can be found at <http://www.millenniumforum.co.uk/content/directions>

### Refreshments and Merchandise

Snacks and light refreshments will be available at the venue. Photos 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: Monday 16<sup>th</sup> September.
- 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: Derry-Londonderry 2013 you are agreeing to all Terms & Conditions as listed.