

GYMFUSION

GymFusion: Bristol 2014

Event Information Pack

Sunday 22nd June 2014

Colston Hall, Colston Street, Bristol, BS1 5AR

www.british-gymnastics.org

<http://www.colstonhall.org/whats-on/>

This pack includes all the information necessary to support you with your entry into the GymFusion: Bristol 2014 event. Any details that need confirming nearer the time will be sent directly to you via email after the closing date for entries.

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Please note that your main point of contact throughout is Dom Elsom (Club Development Coordinator)
dom.elsom@british-gymnastics.org 07825 343293

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 22nd June 2014

Venue

Colston Hall, Colston Street, Bristol BS1 5AR
<http://www.colstonhall.org>

Theme

The theme for 2014 is 'Next Generation'

The setting of the event will run with this theme and we encourage teams to be creative and to take on the theme during their performance. However your performance does not have to follow the theme in order to enter.

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 (12:30pm)

Team Registration:	11:00am
Coaches Briefing:	11:45am
First Warm-up:	12:10pm
First Performance:	12:30pm
Finish:	3:00pm

Show 2 (4:00pm)

Team Registration:	2:30pm
Coaches Briefing:	3:15pm
First Warm-up:	3:40pm
First Performance:	4:00pm
Finish:	6:30pm

Entries

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

BG Partner Schools: Please contact Dom Elsom, (07825 343293, dom.elsom@british-gymnastics.org)

Please note that there is a maximum of 17 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 Dom Elsom, (dom.elsom@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. Expect to be notified the week beginning 26th May.

Spectators

Spectator tickets are available from Colston Hall. 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.

Book Online 24/7-

<http://www.colstonhall.org/whats-on/>

If you are having problems booking tickets online please call The Colston Hall Box Office: 0844 887 1500 for assistance.

2. Performer / Team Information

Equipment

The performance area will be a 14m x 12m matted foam base and Tribond Floor (55mm depth – not sprung). Tiered seating is situated along one side of the floor, with a back drop and screen behind, please be conscious of this when developing your routines and ensure that performers do not leave the set area.

We have further free standing equipment that can be made available. If a team requires any further equipment, that we cannot supply, 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. Any equipment requirements, or if you are bringing any of your own equipment, will need to be requested using your Team Sheet prior to the closing date. Those bringing equipment will be contacted closer to the event to arrange drop off/collection of equipment.

A small matted floor will be provided in the warm up gym, however access to free standing equipment will be limited, and this space should be for stretching and pulse raising rather than full routine. If you wish to practise to music there will be a system available please bring an additional copy of your music.

Performance Time

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

If you require a longer time slot you must contact the organiser as soon as possible. If we are unaware of your team needing more time on the floor then we will ask you to stop your performance and your music will be cut at 6 minutes. The show is timed and the event organisers must stick to the timings scheduled. If you do require more time, we will do our best to accommodate your request prior to the event but can't guarantee a longer slot will be available therefore please contact the organiser asap. Requests for longer time on the day of the event will not be accepted.

Music

Music choice is optional and may contain vocals and sound effects.

Preferably, the organisers will require a copy of your music to be sent via email in an MP3 format by Wednesday 28th May. Please email to Natasha Lovett (natasha.lovett@british-gymnastics.org). If you have any problems sending your music via this method then please let Natasha know prior to the closing date and we will make alternative arrangements.

Please ensure your music is sent through as a single complete track or if using multiple tracks, that these are sequenced in the correct order.

Please note that at GymFusion Bristol, you are not permitted to use music belonging to Disney, Andrew Lloyd Webber and Cirque Du Soleil.

Team Information Sheet

The team information sheet (Appendix 1) must be fully completed and returned to the event organiser via email, (dom.elsom@british-gymnastics.org) by Wednesday 21st May. Please email it 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, prior to each team's performance. Please note that there will be no option to warm up in the performance arena.

Both shows will have a half time interval. The teams participating in the first half of the show will remain in their designated areas/ the warm up gym; 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 in the upper circle of the hall and will not be permitted to leave this area when the show is taking place. Ensure warm clothing is brought as it may be cold in the main performance arena. All belongings must be taken with teams when moving from the upper circle. Please remind teams that noise must be kept to a minimum when watching performances.

Arrival Details

Entry to the venue for gymnasts and coaches will be accessible via the main entrance to the Colston Hall. Please arrive at Colston Hall by 11:00am (1st show), or 2:30pm (2nd show) with all coaches and gymnasts at the same time. Parents/guardians will not be permitted entrance to the area. Parents/guardians should expect to drop their child/children with their team and coaches, the bar/café will be open for parents and spectators. The arena doors will only open to ticket holders half an hour before the performance begins.

You will have 45 minutes between arrival and performance start 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 Colston Hall, Bristol and provide specific travel and transport information if required (via the main contact).

How to find us: <http://www.colstonhall.org/visit-us/>

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 Wednesday 21st May directly to BG. The form can be found at www.british-gymnastics.org under events and travel.

Merchandise

GymFusion t-shirts (from £7.95), and other merchandise will be available to purchase on the day. Please ensure to order items before the end of the first half of the performance you are in/watching for the item to be ready by the end of the performance. Names and additional prints can be done on site for an additional charge. A Star Leotards will be available all day.

Photography

By entering / attending the event all coaches, participants and spectators consent to being filmed / photographed at the event. Please notify Dom Elsom (details previously listed) if this causes any problems for any members of your team. If a member of your team would prefer not to be photographed, this will mean that the official photographers and spectators will not be able to take any photographs or video of your entire teams performance.

Belongings

Please note we will not provide a secure place for belongings.

Changing facilities

Dressing rooms (six of varying sizes) – situated in the backstage are with toilets mirrors and power points. A large green room is available with ladies and gents communal changing rooms.

3. Participant Entries

Opening date for entries

Entries will open on Friday 20th December 2013.

Closing date for entries

Entries will close on Wednesday 21st May 2014. Late entries will not be accepted.

A reminder that there are 17 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 Dom Elsom (dom.elsom@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 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 (Appendix 2) if you require details on how to enter your team on GymNet.

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

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.

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. 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.) The Head Coach of the team will be required to sign a disclaimer on the day of the event at Team Registration to confirm that the skills being performed are covered under the coaching qualification of a coach present. At this point, it is this individual that takes the responsibility to ensure that this is correct at all times.

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, or have

choreographers/makeup artists, you will need to confirm their attendance with us prior to the event, please contact Dom Elsom directly ASAP.

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. There is the option of choosing 'Gymnast' when registering on GymNet.

Medical

Basic first aid will be provided by St John's Ambulance 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 per show who will be seated on the lower level tiered seating.

Ensure warm clothing is brought as it may be cold in the main performance arena.

Ticket sales

Tickets will go on sale on Thursday 2nd January 2014, and will be sold through Colston Hall.

Book Online 24/7-

<http://www.colstonhall.org/whats-on/>

Box Office Opening Times

Counter:

Monday-Saturdays: 10am- 6pm (when there is an evening performance box office open until 8.30pm)

Sundays: open two hours before doors open when there is a performance.

Closed on Bank Holidays

Telephone:

Monday-Saturdays: 10am-6pm – 0844 887 1500

Sundays: Closed

Closed on Bank Holidays

All tickets 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.

All purchased before the 26th January 2014 will be posted out. Any tickets purchased after this date will be available for collection from the box office/ticket desk in the main performance arena.

Ticket prices

Advance ticket prices are as follows:

- Adults - £10 per ticket per show; £15 for a ticket to both shows
- Children/concessions (applies to under 16's) - £7 per ticket per show; £10 for a ticket for both shows
- Under 18 months are permitted free entry, providing they do not require their own seat.

Providing that there are still tickets available on the day, these can be purchased from the box office/ticket desk in the Colston Hall, one hour before each performance. On the door ticket prices are as follows:

- Adults - £12 per ticket per show
- Children/Concessions (applies to under 16's) - £9 per ticket per show
- Under 18 months are permitted free entry, providing they do not require their own seat.

Parking

We recommend parking in Trenchard Street car park, situated behind Colston Hall. Enter via Trenchard or Lodge Street. Parking is payable at the pay machines either on entrance (before leaving the car park for Colston Hall) or exit. You may find it easier to pay for your ticket before the show to avoid any queuing on the way home, but please ensure you cover the cost and allow enough time. Easiest access to Colston Hall can be found on the floor one of the car park.

Please note Trenchard Street park serves a number of city venues and can be extremely busy. Parking for people with disabilities is available. To read more specific information on disabled parking please follow this link; <http://www.colstonhall.org/visit-us/accessibility>

Travel and Transport

Full details on how to get to the venue can be found at:

<http://www.colstonhall.org/visit-us/>

Refreshments and Merchandise

Food and drinks will be available from the Café Bar all day and from the Stalls and Terrace Bars one hour before performances start. Photos, t-shirts, hoodies, bags and other merchandise will be available to purchase on the day, where possible please bring change.

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.
- All coaches must be members of British Gymnastics and at least one coach per team must hold a minimum Level 2 coaching qualification.
- All GymFusion charges must be paid and cleared from the Club Shopping Basket prior to the event.
- Teams must ensure that all music and team info sheets are with the event organiser by the stipulated deadline: **Music by Wednesday 28th May 2014 and Team Info sheet by Wednesday 21st May 2014.**
- Each routine will be a maximum of 6 minutes long unless prior notification has been given to the event organisers and this has been approved by them.
- 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.
- The Head Coach of the team will be required to sign a disclaimer on the day of the event at Team Registration to confirm that the skills being performed are covered under the coaching qualification of a coach present.
- 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.
- 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.
- Teams with own equipment must bring risk assessment for each item with them on the day of the event.
- 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: **Bristol 2014** you are agreeing to all Terms & Conditions as listed.
- The event will only be cancelled if the leisure centre fails to open on the day due to unforeseen circumstances. If the leisure centre remains open the event will take place and no refunds to teams or spectators will be made.

- Failure to comply with any terms and conditions agreed but entering **GymFusion Bristol 2014**, could see your team excluded from the event and no refunds will be given under these circumstances.