

# GYMFUSION

**GymFusion: York 2014**

**Event Information Pack**

**Saturday 5<sup>th</sup> July 2014**

***York Barbican  
Paragon Street, York, YO10 4NT***

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

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

This pack includes all the information necessary to support you with your entry into the GymFusion: York 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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Appendix 1 – Team Information Sheet

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Please note that your main point of contact throughout is Clare Diggle (Club Development Coordinator)  
[clare.diggle@british-gymnastics.org](mailto:clare.diggle@british-gymnastics.org) 07827 242502

## 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> July 2014

### Venue

York Barbican, Paragon Street, York, YO10 4NT

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

### 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.*

Team Registration:	12:30pm
General warm up starts:	1:00pm
Doors open:	1:45pm
Show starts:	2:30pm
Finish:	5:30pm

### Entries

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

BG Partner Schools: Please contact Clare Diggle, (07827 242502, [clare.diggle@british-gymnastics.org](mailto:clare.diggle@british-gymnastics.org))

Please note that there is a maximum of 20 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.

### Spectators

Spectator tickets are available from The York Barbican. 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.yorkbarbican.co.uk/venue-information/buyingtickets/>

If you are having problems booking tickets online please call Clare Diggle between 9.00am and 5.00pm Monday to Friday on 07827 242502 for assistance.

## 2. Performer / Team Information

### Equipment

The performance area will be a 10m x12m non-sprung floor. No other equipment will be provided.

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.

An 8m x12m non-sprung floor will be provided in the warm up gym, however accessing your equipment will not be possible as this will already be in the arena ready to bring on for your performance. 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 Friday 20<sup>th</sup> June. Please email to Natasha Lovett ([natasha.lovett@british-gymnastics.org](mailto: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 York, you are not permitted to use music belonging to Disney, Andrew Lloyd Webber and Cirque.

### Team Information Sheet

The team information sheet (Appendix 1) must be fully completed and returned to the event organiser via email ([clare.diggle@british-gymnastics.org](mailto:clare.diggle@british-gymnastics.org)) by Friday 20<sup>th</sup> June. 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.

## **Gymnast Seating**

There will be seating available in the auditorium for performers to watch the event whilst they are not performing. This seating will be separate to the main spectator seating and coaches must ensure their gymnasts are supervised by a responsible adult at all times in the gymnast spectator seating

## **Arrival Details**

Entry to the venue for gymnasts and coaches will be accessible via the main entrance to The York Barbican. Please arrive at the main entrance by 12:30pm with all coaches and gymnasts at the same time. Parents/guardians will be allowed into the venue from 12.30pm but the doors to the auditorium won't open until 1.45pm

You will have 30 minutes (from 12:30pm) 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 The York Barbican and provide specific travel and transport information if required (via the main contact).

How to find us: <http://www.yorkbarbican.co.uk/venue-information/directionsandparking/>

## **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> June. The form can be found at [www.british-gymnastics.org](http://www.british-gymnastics.org) under events and travel.

## **Merchandise**

GymFusion t-shirts, hoodies, bags and other merchandise 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 Clare Diggle (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, however you will have the option to leave belongings in your allocated dressing room but they won't be locked. We recommend that you do not leave anything valuable.

## **Changing facilities**

Teams will be allocated a dressing room.

### 3. Participant Entries

#### **Opening date for entries**

Entries will open on Monday 24<sup>th</sup> March

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

Entries will close on Friday 6<sup>th</sup> June. Late entries will not be accepted.

A reminder that there are 20 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 Clare Diggle ([clare.diggle@british-gymnastics.org](mailto:clare.diggle@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.

#### **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 (Appendix 2) if you require details on how to enter your team on GymNet.

BG partner schools who wish to take part should contact Clare Diggle 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 Clare Diggle 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 a qualified first aider 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 1000 spectators per show who will be seated on the 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 12<sup>th</sup> May 2014, and will be sold through The York Barbican.

Book Online 24/7-

<http://www.yorkbarbican.co.uk/venue-information/buyingtickets/>

A 10% per ticket booking fee applies to telephone and online bookings only. A £1.50 delivery fee applies to standing events when tickets are posted Recorded Delivery. A £2.00 transaction fee applies for tickets booked in person at the Box Office using a credit or debit card. There are no booking or transaction fees for tickets booked in person at the Box Office paid for by cash or cheque

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.

### Ticket prices

Advance ticket prices are as follows:

Adults - £8 per ticket

Concessions / Under 18's - £5 per ticket

4 and under – free of charge provided 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 main entrance from 12.30pm when the venue opens. On the door ticket prices are as follows:

Adults - £10 per ticket

Concessions / Under 18's - £7 per ticket

4 and under – free of charge provided they do not require their own seat

### Parking

There is no parking onsite however there is a Q park car park opposite the venue. Reduced rate car parking vouchers are available for teams / spectators to purchase for the event. The reduced price vouchers are £5 and mean you can park in the car park all day on the 5<sup>th</sup> July 2014. There is no additional parking cost to pay once you purchase the £5 parking voucher. The parking vouchers can be purchased along with your tickets. Alternatively on the day please bring your car parking ticket to the venue with you and we can swap it for a reduced price voucher. Car parking is only payable once you exit the car park. Please note this offer is only available for parking at the Q Park Kent Street car park opposite the venue.

### Travel and Transport

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

<http://www.yorkbarbican.co.uk/venue-information/directionsandparking/> .

The Tour de France is in Yorkshire the weekend of GymFusion. We advise that you check for any road closures in your area and plan your journey in advance. The Tour de France is in York on Sunday 6<sup>th</sup> July however we don't expect there to be any road closures in York on Saturday 5<sup>th</sup> July. The city may be quite busy though and demand for accommodation is expected to be high. We will send clubs any information we receive that affects travel into York and when we receive it. You can check for up to date information on all road closures / travel disruption in Yorkshire on the website - - [www.letour.yorkshire.com/road-closure](http://www.letour.yorkshire.com/road-closure)



**Refreshments and Merchandise**

Snacks and light refreshments will be available at the venue. Photos, t shirts, hoodies, bags 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.
- 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 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: Friday 20<sup>th</sup> June 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: York 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.