

GYMFUSION

GymFusion: Hemel Hempstead 2014

Event Information Pack

Sunday 8th February 2015

**Sportspace,
Park Road, Hemel Hempstead, Hertfordshire, HP1 1JS**

www.british-gymnastics.org

Elizabeth.Campbell@british-gymnastics.org

This pack includes all the information necessary to support you with your entry into the GymFusion: Hemel Hempstead 2014 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
➤ Merchandise	Page 5
➤ Photography	Page 5
➤ Belongings	Page 5
➤ Changing Facilities	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
➤ 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 Lizzy Campbell (Club Development Coordinator)
elizabeth.campbell@british-gymnastics.org 07825 056 156

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 8th February 2015

Venue

Sport Space, Park Road, Hemel Hempstead, Herts, HP1 1JS

<http://www.sportspace.co.uk/TopMenuRoot/HemelHempstead.aspx>

Theme

The theme for 2015 is 'Legends'

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 (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 Lizzy Campbell, (07825 056 156, elizabeth.campbell@british-gymnastics.org)

BG Enrichment Colleges or Universities: Please contact Lizzy Campbell, (07825 056 156, elizabeth.campbell@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 Lizzy Campbell (elizabeth.campbell@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 12th January.

Spectators

Spectator tickets are available from the East Development Team, Lizzy Campbell (Elizabeth.campbell@british-gymnastics.org) 07825056156. 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.

Spectator tickets are available by completing the GymFusion Hemel Hempstead Spectator Order Form and returning to Brenda Thomason, GymFusion Hemel Hempstead Tickets, British Gymnastics, Ford Hall, LNSC, Newport, Shropshire, TF10 9NB

If you are having problems booking tickets or require a copy of the spectator order form please contact Lizzy Campbell on 07825056156 or elizabeth.campbell@british-gymnastics.org between 9.00am and 5.00pm Monday to Friday for assistance.

2. Performer / Team Information

Equipment

The performance area will be a 12mx12m sprung floor. Tiered seating will directly surround the floor, with a back drop 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 12mx12m sprung floor will be provided in the warm up gym, however access to free standing equipment will be limited. If you wish to practice 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 Monday 12th January. 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 Hemel Hempstead, 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 (elizabeth.campbell@british-gymnastics.org) by Monday 12th January. 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.

Props

Teams are allowed to use props to help with the theming of their routine. It is the responsibility of the team to transport any props and carry out a full check and risk assessment of all props. When making props please consider the material you use and the structure of the prop. It should be able to be easily moved onto the floor, have no sharp or protruding edges or bolts, and not leave debris / splinters when it is removed from the floor. The floor cannot be cleaned following your performance and the event runs to a tight timetable so please consider that other teams have to perform on the floor after you. To minimise debris left on the floor all props should be lifted onto and off the performance area, not dragged. Please inform us via the team information sheet if you will be bringing any of your own props to the event and the dimensions of these props so we can ensure they will fit through loading bays or entrance doors and there is adequate storage for them. The bringing of props must be pre-arranged, please do not just turn up with them on the day.

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 way 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 a matted area to one side of the floor 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.

Arrival Details

Entry to the venue for gymnasts and coaches will be accessible via the Sapphire Gymnastics Club entrance door. Please arrive at the Sapphire 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 through this door and will be required to enter via the main Leisure Centre doors.

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 Hemel Hempstead Sports Space and provide specific travel and transport information if required (via the main contact).

How to find us: <http://www.sportspace.co.uk/TopMenuRoot/HemelHempstead/Directions.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 Monday 12th January. The form can be found at 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 Lizzy Campbell (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 lockers are available for 20p non-refundable.

Changing facilities

Large changing facilities with showers are available.

Participant Entries

Opening date for entries

Entries will open on Monday 10th November 2014

Closing date for entries

Entries will close on Monday 12th January. 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 Lizzy Campbell (elizabeth.campbell@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 and £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 customer service department on 0845 1297129 ext 2395 or customerservice@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 Lizzy Campbell 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 Lizzy Campbell 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 Hemel Hempstead Sports Space 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.

3. Spectator Information

Seating

The venue holds up to 400 spectators per show who will be seated on the tiered seating & Chaired Seating.

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

Ticket sales

Tickets will go on sale on Monday 17th November 2014.

To book please contact Lizzy Campbell on 07825 056 156 or Elizabeth.campbell@british-gymnastics.org to request a GymFusion Spectator order form.

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 30th 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 (applies to under 16's) - £7 per ticket per show

Under 1's are permitted free entry.

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

Adults - £12 per ticket per show

Children (applies to under 16's) - £9 per ticket per show

Under 1's are permitted free entry.

Parking

Parking is located around the building but is limited, an overflow council car park is available but minimal fees do apply. Please use the main sports centre entrance when you arrive and follow signs to the main arena

Travel and Transport

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

<http://www.sportspace.co.uk/TopMenuRoot/HemelHempstead/Directions.aspx>

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.

4. 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: Monday 12th January 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 and props confirm all risk assessments have been completed and attempts have been made to minimise risk related to these items and all items are in good working order.
- 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: Hemel Hempstead 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.