

# GYMFUSION

**GymFusion: London 2014**

**Event Information Pack**

**Sunday 27<sup>th</sup> April 2014**

**Redbridge Leisure Centre,  
Forest Road, Barkingside, Essex, IG6 3HD**

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

This pack includes all the necessary information to support you with your entry to the GymFusion: London 2014 event. Any details that need confirming nearer the time will be sent directly to you via email after the closing date for entries has passed. (Closing date: Friday 28<sup>th</sup> March 2014)

#### 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 4
➤ 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 7
➤ Ticket Sales	Page 7
➤ Ticket Prices	Page 7
➤ Parking	Page 7
➤ Travel & Transport	Page 7
➤ Refreshments & Merchandise	Page 7
➤ Photography	Page 7

#### Terms & Conditions

Page 8

Appendix 1 – Team Information Sheet

Appendix 2 – GymNet entry guide

Please note that your main point of contact for this event is Claire Ongley (Club Development Coordinator):  
[claire.ongley@british-gymnastics.org](mailto:claire.ongley@british-gymnastics.org) or 07584 515 027

## 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 27<sup>th</sup> April 2014

### Venue

Redbridge Leisure Centre, Forest Road, Barkingside, Essex, IG6 3HD

### Theme

The theme for 2014 is 'Next Generation'

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 (11:00am)

Team Registration:	10:00am
Coaches Briefing:	10:15am
First Warm-up:	10:18am
First Performance:	11:10am
Finish:	1:30pm

#### Show 2 (3:00pm)

Team Registration:	2:00pm
Coaches Briefing:	2:15pm
First Warm-up:	2:18pm
First Performance:	3:10pm
Finish:	5:30pm

### Entries

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

BG Partner Schools: Please contact Claire Ongley: 07584 515 027, [claire.ongley@british-gymnastics.org](mailto:claire.ongley@british-gymnastics.org))

Please note that there is a maximum of 21 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 prefer to enter (*N.B. we cannot guarantee that we will be able to allocate you your preferred performance slot.*). If you would like to take part in both performances, you must specify this on entry.

### Spectators

Spectator tickets are available on the door and will be sold on a first come first serve basis. Can clubs/coaches please ensure that information is sent out to all potential spectators well in advance to notify them of this- neither the organisers nor the venue will be held responsible if parents/guardians are unable to purchase tickets on the day.

## 2. Performer / Team Information

### Equipment

The performance area will be a 12m x 12m sprung floor. Floor seating for gymnasts will directly surround either side of 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 floor area.

Any additional equipment your team requires will need to be bought and transported to the venue by your club. It is the responsibility of your team to transport this equipment and carry out a full equipment checks and risk assessments. We will only insure British Gymnastics approved equipment. *If you are bringing any of your own equipment, you must declare it on your Team Sheet prior to the closing date.* Those bringing equipment will be contacted closer to the event date to arrange timings of drop off/collection of equipment.

A floor area will be supplied in the warm up area (this is not sprung); There will not be a chance to practice your routine to music in the warm up area.

### Performance Time

Routines must be a **maximum of 6 minutes** (there is no minimum). This must be adhered to.

### Music

Music choice is optional and may contain vocals.\*

The organisers will require a copy of your music by **Friday 4<sup>th</sup> April**. This can either be emailed to Claire Ongley ([Claire.ongley@british-gymnastics.org](mailto:Claire.ongley@british-gymnastics.org)) or sent by post FAO Natasha Lovett – Ford Hall, LNSC, Newport, Shropshire, TF10 9NB. If you have any problems sending your music via these methods, please contact Claire Ongley prior to the closing date to make alternative arrangements. *Please note that if you are sending your music by post we will require 2 copies of the music.*

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

**\*Please note that at GymFusion London, 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 ([claire.ongley@british-gymnastics.org](mailto:claire.ongley@british-gymnastics.org)) by **Monday 31<sup>st</sup> March**. Please email it across sooner if possible.

### Dress Code

We encourage teams to be creative with their outfits as this really adds to performances 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 collected by a chaperone prior to their warm up time. You will then be taken to the designated team changing area before being led through to warm up. You will be expected to wait in the designated areas and will therefore need to keep warm. There will be an allocated time slot for a general warm up followed by a routine run through. Please note that there will be no option to warm up in the performance arena.

### Gymnast Seating

Performers will be seated at the side of the floor on seating. Can you please encourage your gymnasts to support other teams and also ask them not to leave the seating area whilst another team is performing.

### **Arrival Details**

Entry to the venue for gymnasts, coaches and spectators will be accessible via the **Jean Brown Indoor Arena**. Please arrive by 10:00am (1<sup>st</sup> show) or 2:00pm (2<sup>nd</sup> show), please ensure you have your complete team (gymnasts & coaches) together before proceeding through to registration. Parents/guardians will not be permitted entrance through the gymnasts and coach entrance door and will be required to enter via the upstairs doors.

### **Transport and Travel**

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

Full details on how to get to the venue can be found at: [www.tfl.gov.uk](http://www.tfl.gov.uk) or [www.rslonline.co.uk](http://www.rslonline.co.uk)

### **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 to Claire Ongley by no later than **Monday 31<sup>st</sup> March**. 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 Claire Ongley (details previously listed) if this causes any problems for any members of your team.

### **Belongings**

Please note we will not provide a secure place for belongings. Individuals are responsible for looking after their belongings and leave them unattended at their own risk.

### **Changing facilities**

Large changing facilities with showers are available at the venue.

### 3. Participant Entries

#### Opening date for entries

Entries will open on 20th December 2013

#### Closing date for entries

Entries will close on **Friday 28<sup>th</sup> March**. Late entries will not be accepted.

Please remember that there are limited 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 Claire Ongley ([claire.ongley@british-gymnastics.org](mailto:claire.ongley@british-gymnastics.org)).

Please note: An entry is only valid once 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.

#### Entry Details

All entries must be made online via GymNet. If your club already renews its membership online, 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 Claire Ongley for details of how to enter their team.

#### Participants

There is no minimum or maximum number of gymnasts that can perform for a team. However, this is subject to safety and coach: gymnast ratios considerations (please refer to the British Gymnastics website for more info).

***Please note that 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 may 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 British Gymnastics 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 technical skills being performed. (The skills must be in the coaching syllabus of their qualification.)

We have allocated space for 2 coaches per team. However, 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 Claire Ongley directly as soon as possible.

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 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 480 spectators per show on the tiered seating available.

Please ensure warm clothing is brought as it may be cooler in the main performance arena whilst gymnasts wait.

### **Ticket sales**

Tickets will be sold on the door only on a strictly first come first serve basis.

### **Ticket prices**

Ticket prices are as follows:

All spectator tickets - £7 per ticket per show;

Under 2's are permitted free entry providing they are sitting on a full paying adults lap.

### **Parking**

Parking is located outside the Jean Brown Arena but is limited.

### **Travel and Transport**

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

[www.tfl.gov.uk](http://www.tfl.gov.uk)

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

### **Refreshments and Merchandise**

Snacks and light refreshments will be available to purchase at the venue. Photos, T-shirts, leotards, hoodies, 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 31<sup>st</sup> March 2014.
- Teams (coaches and participants/gymnasts) must arrive at the same time and register together. Under no circumstances will parents/guardians be allowed passed the gymnast and coach entry door.
- Only entered participants/gymnasts and nominated coaches will be allowed into the team areas prior to the event.
- Any changes in team personnel must be made known to the event organiser. This must be done prior to the event.
- Teams must respect the venue, staff and event vounteers 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 British Gymnastics staff.
- By entering GymFusion: London 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.