

GYMFUSION

GymFusion: York 2015

Event Information Pack

Saturday 4th July 2015

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

www.british-gymnastics.org

www.yorkbarbican.co.uk

This pack includes all the information necessary to support you with your entry into the GymFusion: York 2015 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

Appendix 2 – GymNet entry guide

Please note that your main point of contact throughout is Tracy Power tracy.power@british-gymnastics.org
07739512201

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 4th July 2015

Venue

York Barbican, paragon Street, York, YO10 4NT

www.yorkbarbican.co.uk

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 (12pm)

Team Registration:	10:45am
Coaches Briefing	11:15am
First Warm-up:	11:25am
Spectator doors open	11:30am
First Performance:	12:00pm
Finish:	2:30pm

Show 2 (4:30pm)

Team Registration:	3:15pm
Coaches Briefing	3:45pm
First Warm-up:	3:55pm
Spectator doors open	4:00pm
First Performance:	4:30pm
Finish:	7:00pm

Entries

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

BG Partner Schools: Please contact Tracy Power, (07739512201, tracy.power@british-gymnastics.org)

BG Enrichment Colleges or Universities: Please contact Tracy Power, (07739512201, tracy.power@british-gymnastics.org)

Please note that there is a maximum of 16 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 Tracy Power (tracy.power@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 8th June

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/>

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 may not be possible as it may 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 Monday 8th June. 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 (tracy.power@british-gymnastics.org) by Monday 8th 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.

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.

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 for the registration time with all coaches and gymnasts at the same time. Parents/guardians will be allowed into the venue from the registration time but the doors to the auditorium won't open until 30minutes before the show starts

Transport and Travel

We can help you to navigate your way to 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 Monday 8th June. 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 Tracy Power (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. You will have the option to leave belongings in the dressing rooms but these won't be locked. We recommend that you don't leave anything valuable.

Changing facilities

Teams will be allocated a dressing room where you can get changed and leave belongings. These dressing rooms may not fit your whole team in and you may have to share them with other teams. They will only be allocated to you for the half of the show in which you are performing.

3. Participant Entries

Opening date for entries

Entries will open on Monday 23rd March 2015

Closing date for entries

Entries will close on Sunday 7th June 2015. Late entries will not be accepted.

A reminder that there are 16 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 Tracy Power (tracy.power@british-gymnastics.org).

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

Entry Fee

The fee to enter is £8 per gymnast for one performance, £11 per gymnast for two performances.

Because you will only have the opportunity to enter one show, you will need to pay £8 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 Tracy Power 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 Tracy Power 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.

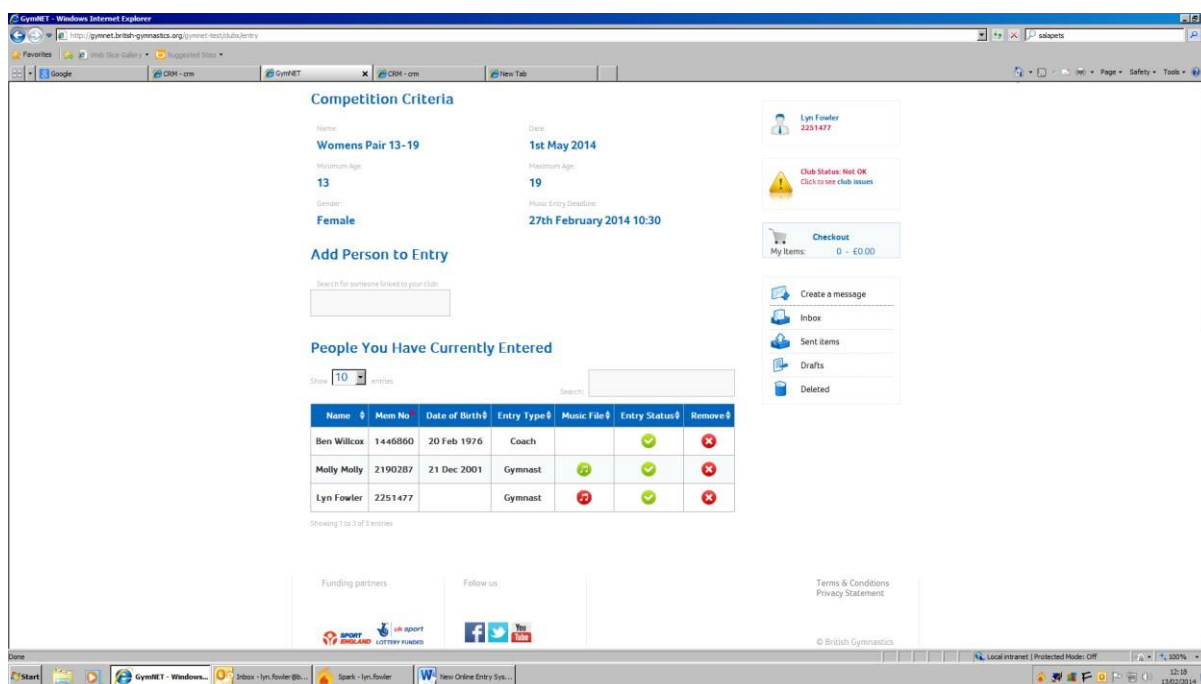
Music Upload Instructions

When you have input your gymnasts you will see this icon - .










By clicking on this icon you can upload the music that your team will use whilst competing in this Festival/GymFusion. You can upload a music file as long as it is one of these formats: MP3, M4A, OGG, WMA, WAV or FLAC.

As you are uploading music for a partnership/group you only need to upload the music once. Make sure to group your team together before uploading the team's music as this means when you do upload the piece. Once you have done that you can select any gymnast to upload the music against and it will then the music will cascade to the other gymnasts in that team.

When you have completed uploading your music the icon becomes green  indicating the music upload is OK.



The screenshot shows the GymNet website interface. The main content area displays 'Competition Criteria' for 'Womens Pair 13-19' with a date of '1st May 2014'. Below this is a table titled 'People You Have Currently Entered' with columns: Name, Mem No, Date of Birth, Entry Type, Music File, Entry Status, and Remove. The table lists three entries: Ben Willcox (Coach), Molly Molly (Gymnast), and Lyn Fowler (Gymnast). The 'Music File' column shows a red music note icon for Ben Willcox and a green music note icon for Molly Molly and Lyn Fowler. The 'Entry Status' column shows green checkmarks for all three entries. The 'Remove' column shows red X icons for all three entries. The right sidebar contains a user profile for 'Lyn Fowler' and a 'Checkout' section.

Name	Mem No	Date of Birth	Entry Type	Music File	Entry Status	Remove
Ben Willcox	1445850	20 Feb 1976	Coach			
Molly Molly	2190287	21 Dec 2001	Gymnast			
Lyn Fowler	2251477		Gymnast			

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 11th May 2015, 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 per show

Concessions / Under 18's - £5 per ticket per show

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 in the main entrance from 12.30pm when the venue opens. On the door ticket prices are as follows:

Adults - £10 per ticket per show

Concessions / Under 18's - £7 per ticket per show

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

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 4th July 2015. 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/>

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: Monday 8th June 2015.
- 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 2015 you are agreeing to all Terms & Conditions as listed.
- The event will only be cancelled if the venue fails to open on the day due to unforeseen circumstances. If the venue remains open the event will take place and no refunds to teams or spectators will be made.