

GYMFUSION

GymFusion: Coventry 2014

Event Information Pack

Saturday 18th and Sunday 19th October 2014

Ricoh Arena, Coventry, CV6 6GE

www.british-gymnastics.org

www.ricoharena.com

www.theticketfactory.com

This pack includes all the information necessary to support you with your entry into the GymFusion: Coventry 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 Zoe Shepherd (Club Development Coordinator) zoe.shepherd@british-gymnastics.org or 07827303967.

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 18th and Sunday 19th October 2014

Venue

Ricoh Arena, Coventry, CV6 6GE

<http://www.ricoharena.com/>

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 (Saturday 2:00pm)	Show 2 (Sunday 11:00am)	Show 3 (Sunday 3:00pm)
Team Registration	12:30pm	9.30am	1:30pm
Coaches Briefing	1:15pm	10:15am	2:15pm
First Warm-up	1:30pm	10:30am	2:30pm
First Performance	2:00pm	11:00am	3:00pm
Finish	5:00pm	1:00pm	5:00pm

Entries

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

BG Partner Schools: Please contact Zoe Shepherd - zoe.shepherd@british-gymnastics.org or 07827303967.

Please note that there is a maximum of 18 teams for the Saturday performance and a maximum of 14 teams per performance on Sunday. 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 more than one performance you will need to email Zoe Shepherd (zoe.shepherd@british-gymnastics.org) advising of this. You will be placed on a reserve list and will be offered 2/3 shows if space is available once entries have closed.

Spectators

Spectator tickets are available through <https://www.theticketfactory.com> or by phone on 0844 338 8000. 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- <https://www.theticketfactory.com>

Phone - 0844 338 8000

2. Performer / Team Information

Equipment

The performance area will be an **8m x 12m un-sprung (tribond) floor** (8m deep, 12m wide). Staging, pillars and seating will directly surround the floor; please be conscious of this when developing your routines and ensure that performers do not leave the set area. Additionally, please be aware that the spectators will be sat around the floor area.

No other equipment will be provided by us. If a team requires any further equipment 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 x 12m un-sprung (tribond) floor will be provided in the warm up hall; however there will be no access to free standing equipment.

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 10th September 2014. 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 Coventry, 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 (zoe.shepherd@british-gymnastics.org) by Wednesday 10th September 2014. 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 (with no equipment) on a 8m x 12m un-sprung (tribond) floor, prior to each team's performance. Please note that there will be no option to warm up on the performance floor.

Gymnast Seating

Gymnasts will be able to watch the performances; however, due to space restrictions this will be limited to a certain number at a time and will be marshalled by a BG staff member.

Arrival Details

Entry to the venue for gymnasts and coaches will be accessible via the Lower ground South Side (from Car Park B). Please arrive at this entrance by 12:30am (1st show- Saturday), 9:30am (2nd show- Sunday) or 1:30pm (3rd show- Sunday) with all coaches and gymnasts at the same time. Parents/guardians will be allowed into the building at this time, but will not be able to access the performance hall until 30 minutes prior to the show starting.

You will have 45 minutes (from 12:30am/9.30am/1:30pm) 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 Ricoh Arena Coventry and provide specific travel and transport information if required (via the main contact).

How to find us, local car parks and access information can be found here: <http://www.ricoharena.com/travel/>.

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 10th September. 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 Zoe Shepherd (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

We do not take responsibility for any of your personal belongings. Please note that there will be no secure location to store belongings so we ask that valuables are left at home.

Changing facilities

Changing facilities are available.

3. Participant Entries

Opening date for entries

Entries will open on Friday 11th July 2014.

Closing date for entries

Entries will close on Wednesday 10th September 2014. Late entries will not be accepted.

A reminder that there are 18 performance slots for the Saturday performance and 14 slots per show on Sunday. 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 Zoe Shepherd (zoe.shepherd@british-gymnastics.org).

Please note - 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 and £17 per gymnast for three 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/third show, we will request manual payment (cheque) of £3/£10 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 Zoe Shepherd 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 Zoe Shepherd 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 British Gymnastics 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 324 spectators who will be seated on the tiered seating.

Ticket sales

Tickets will be sold directly through The Ticket Factory : <https://www.theticketfactory.com> or 0844 338 8000.

All tickets will be allocated seating and 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 - £10 per ticket per show

Concessions (Under 16 & 65+) - £6 per ticket per show

Under 5's are permitted free entry, given that they can share a ticket holder's seat.

On the door ticket prices (if available) are as follows:

Adults - £12 per ticket per show

Concessions (Under 16 & 65+) - £8 per ticket per show

Under 5's are permitted free entry, given that they can share a ticket holder's seat.

Parking

For information on where to park, please visit: <http://www.ricoharena.com/travel/>.

Travel and Transport

Full details on how to get to the venue and parking charges can be found at <http://www.ricoharena.com/travel/how-to-get-here/>. Parking fees will be operational on these dates.

Refreshments and Merchandise

Snacks and light refreshments will be available at the venue. Photos, t shirts 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: Wednesday 10th September 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 and into the warm up hall.
- 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: Coventry 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.