



GymFusion: Derry-Londonderry 2014

Event Information Pack

Saturday 1st November 2014

**Millennium Forum Newmarket Street, Derry-
Londonderry, BT48 6EB**

www.british-gymnastics.org

www.northernirelandgymnastics.org

www.millenniumforum.co.uk

This pack includes all the information necessary to support you with your entry into the GymFusion: Derry-Londonderry 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 Louise Mc Alinden (Club Development Co-ordinator – Northern Ireland) louise.mcalinden@british-gymnastics.org 07969242068.

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 1st November 2014.

Venue:

Millennium Forum, Newmarket Street, Derry/Londonderry, BT48 6EB

www.millenniumforum.co.uk

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.

Performance Session 1 (1:00pm-3:00pm)

Team Registration:	09.30am-11.00 am
Coaches Briefing:	11:30am-11.45 am
Warm up:	10:00am-12.30 pm
Floor Orientation:	10.00am-12.30 pm
Session 1:	1:00pm - 3.00 pm
Interval:	2.00pm - 2.10 pm
Finish:	3:00pm

Performance Session 2 (6.00pm-8.00pm)

Team Registration:	3.30pm-5.00pm
Coaches Briefing:	4.30pm-4.45pm
Warm Up:	4.00pm-5.30pm
Floor Orientation:	4.00pm-5.30pm
Session 2:	6.00pm-8.00pm
Interval:	5.00pm-5.10pm
Finish:	8.00pm

Entries:

- **Clubs**- Online through GymNet (see attached Appendix 2 for GymNet entry guide)
- **BG Partner Schools**- Please contact Louise Mc Alinden (07969242068, louise.mcalinden@british-gymnastics.org)
- **Guest Club Entries**- There will be 1-2 guest entry places per performance session for teams traveling from outside the UK. Please contact Louise Mc Alinden (07969242068, louise.mcalinden@british-gymnastics.org) for a Guest Entry Form if you are a Non-BG member.

Please note that there is a maximum of 10 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 shows you will need to email Louise Mc Alinden (louise.mcalinden@british-gymnastics.org) advising of this. We cannot guarentee that we can offer teams performance slots in both shows. If we have a high level of entries we will aim to

provide all teams a chance to perform at a least one show. If you specify you would like to perform at both, 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 October 4th 2014.

Entries open: Tuesday 1st July 2014

Entries close: Wednesday 1st October 2014

Spectators:

Spectator tickets are available from the Millennium Forum box office. 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. If there are any tickets left over on the day they will be available to purchase at the event, these will have an extra charge of £2.00. Please note that all tickets have a 50p theatre development fund donation.

Tickets sales open:

1st July 2014.

Ticket sales close:

When tickets sell out.

Ticket prices:

Adults £8.00 Concession & U14's £5.50

Ticket prices on the day:

Adults £10.00 Concession & U14's £7.50

(subject to availability.)

Telephone:

028 71264455

Lines are open Monday – Saturday: 9.30am – 5.30pm.

Drop In:

Millennium Forum, Newmarket Street, Derry-Londonderry, BT48 6EB

Standard Opening Times: Monday – Saturday: 9.30am – 5.30pm.

Book Online 24/7:

<http://www.millenniumforum.co.uk/book-online>

2. Performer / Team Information

Equipment:

The performance area will be 13mx9m and will consist of tribond carpet surface matting rolls (Height restriction of 7m) [Click Here](#) for more information on the floor area. Staging 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. A floor plan of the auditorium and stage will be sent out nearer the time.

No other equipment will be provided by British Gymnastics. 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. Please inform us via the team information sheet if you will be bringing any of your own equipment (including large props) to the event.

The bringing of additional equipment must be pre-arranged, please do not turn up with it on the day as we will not be able to accommodate you. Those bringing equipment will be contacted

closer to the event to arrange drop off/collection of equipment. Please also be aware that there will be no access to equipment in the warm up hall, only in the performance area.

Performance Time:

Performance slots (routines) are between 2 – 6 minutes. This must be adhered to.

If you require a longer time slot please contact the organiser. We will do our best to accommodate your request but can't guarantee a longer slot will be available therefore please contact us sooner rather than later.

Music:

Music choice is optional and may contain vocals. The organisers will require a copy of your music in MP3 format emailed by Wednesday 1st October. Please email your music to:

louise.mcalinden@british-gymnastics.org

The music will be checked and uploaded onto the show computer. Please ensure that the copy you send is a good clean, non-crackling version.

Team Information Sheet:

The team information sheet (Appendix 1) must be fully completed and returned to the event organiser via email (louise.mcalinden@british-gymnastics.org) by 5pm Wednesday 1st October. Please email it across sooner if possible. Late entries will not be accepted.

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 allocated dressing rooms and will be designated times for warm ups in the warm up area. Please try to keep warm whilst waiting to be called for your warm up slot. The warm up area will have no equipment and you will not have access to equipment. A 10m x10m tribond floor/judo mats, will be provided for a general body warm up/performance run through without music. Please note that there will be no option to warm up on the performance floor; however we will be offering a chance to have a 5 minute 'floor orientation' to see the auditorium layout and practice basic skills. This will not be a performance run through and will be a strict 5 minute slot. To book a floor orientation slot, please fill out the floor orientation booking form and email

louise.mcalinden@british-gymnastics.org no later than Wednesday October 1st 2014. Forms received after this time will not be accepted.

Gymnast Seating:

The show will have a half way interval. The teams participating in the first half of the show will remain in their designated areas, i.e. dressing rooms or warm up area. Those participating in the second half of the show will take their seats in the top tier of the auditorium to watch the first half of the performances. At the half time interval, the teams will switch. To avoid disruption to performances we ask that gymnasts are instructed to stay seated through the duration of the performance session they are viewing.

Arrival Details:

Entry to the venue for gymnasts coaches and will be accessible via the main entrance of The Millennium Forum Theatre. Please arrive at the correct registration time for the performance

session(s) your team have registered for with all coaches and gymnasts at the same time. Parents/guardians will not be permitted entrance past the Team registration area. Each team will be allocated a dressing room where they will be expected to store all bags and remain before warm-ups commence.

Performance Session1-Registration 9.30am -11.00am

Performance Session 2-Registration 3.30pm-5.00pm

Please note that due to Health and Safety and Fire regulations we cannot permit large groups of gymnasts blocking entrances and taking up large spaces when having makeup applied and hair styled on arrival. Parents will not be allowed passed the Team Registration Area to assist with costume preparation. This should be done before arriving at the Theatre or in your allocated dressing room by the coaches registered to supervise your Team on the day

Transport and Travel:

We can help you to navigate your way to Millennium Forum and provide specific travel and transport information if required. Please contact louise.mcalinden@british-gymnastics.org for further assistance.

How to find us: <http://www.millenniumforum.co.uk/content/directions>

Local car parks: <http://www.millenniumforum.co.uk/content/car-parking>

Access: <http://www.millenniumforum.co.uk/content/access-guide-forum>

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 3rd October. The form can be found at www.british-gymnastics.org under events and travel.

Information on local hotels, as well as idea's on where to eat can be found on the Derry Visitor and Convention Bureau's website: <http://www.derryvisitor.com/>

Refreshments and Merchandise:

BG NI is currently attempting to source a printing company to visit on the day of Gymfusion to print on T-shirts, leotards, bags etc. We will confirm closer to the time if we have been successful. There will be a shop available for refreshments and the theatre is also located next door to the main Shopping Centre in Derry/Londonderry- FoyleSide.

Photography:

By entering / attending the event all coaches, participants and spectators consent to being filmed/photographed at the event. Please notify Louise McAlinden (details previously listed) if this causes any problems for any members of your team.

2. Participant Entries

Opening date for entries:

Entries will open on 1st July 2014 9.30am

Closing date for entries:

Entries will close on Wednesday October 1st at 5.00pm.

Late entries will not be accepted.

A reminder that there are limited performance slots 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 Louise Mc Alinden louise.mcalinden@british-gymnastics.org. An entry counts when your team entry has been closed and paid for.

Entry Fee:

One Performance session = £7 per gymnast.
Two Performance sessions = £10 per gymnast.

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 if you require details on how to enter your team on GymNet. BG partner schools who wish to take part should contact Louise Mc Alinden for details on 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 gymnast/coach ratio.

Only participants entered through the online entry system will be allowed to perform on the day.

Participant Membership and Insurance:

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. It is essential that a level 2 Coach is present with their team for the duration of the day. If Teams arrive unsupervised by a level 2 Coach they will not be permitted to enter and no refunds will be given.

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, please contact Louise Mc Alinden directly ASAP.

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.)

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 Gymnet. Only 2 coaches per team will be permitted into the backstage area due to health and safety regulations. We ask that you come ready to perform as changing room space is limited. NO volunteers will be allowed backstage to do hair/make-up/costumes so it is advised to do this before you arrive.

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 600 spectators in the centre and front circle and stalls. Tickets purchased for seats in the stalls will be sold at a discounted price due to limited vision of the performance.

Ticket sales:

Tickets will go on sale 1st July 2014 and will be sold directly through Millennium Forum:

<http://www.millenniumforum.co.uk/content/booking-info>

Telephone:

028 71264455

Lines are open Monday – Saturday: 9.30am – 5.30pm.

Drop In:

Millennium Forum, Newmarket Street, Derry-Londonderry, BT48 6EB

Standard Opening Times: Monday – Saturday: 9.30am – 5.30pm.

Book Online 24/7:

<http://www.millenniumforum.co.uk/book-online>

There will be a £1.50 payment fee per booking made by credit card. Tickets can be posted for a charge of 90p or held at box office for collection on the evening. Additional Terms & Conditions of bookings can be found online at: <http://www.millenniumforum.co.uk/content/booking-info>

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 - £8.00*

Children (Under 14's) and Concessions (Over 60) - £5.50*

Under 1's are permitted free entry, given that they can share a ticket holder's seat.

The Millennium Forum box office will be open on the day one hour before the first performance begins (assuming that there are still tickets available). On the door ticket prices are charged at £2.00 extra.

*All tickets include a 50p Development Donation to Millennium Forum. For more information on the Development Fund please go to: <http://www.millenniumforum.co.uk/content/development-donation>

Parking:

For information on where to park, please visit: <http://www.millenniumforum.co.uk/content/car-parking>

Travel and Transport:

Full details on how to get to the venue can be found at <http://www.millenniumforum.co.uk/content/directions>

Refreshments and Merchandise:

Snacks and light refreshments will be available at the venue. Photos 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 1st October 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: Derry- Londonderry 2014 you are agreeing to all Terms & Conditions as listed.
- The event will only be cancelled if the Theatre fails to open on the day due to unforeseen circumstances. If the Theatre remains open the event will take place and no refunds to teams or spectators will be made.