

GYMFUSION

GymFusion: Bournemouth 2015

Event Information Pack

Sunday 26th July 2015

**Bournemouth International Centre
Exeter Road, Bournemouth, Dorset, BH2 5BH**

www.british-gymnastics.org

www.bhlivetickets.co.uk

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.

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Please note that your main point of contact throughout is Dom Elsom (Club Development Coordinator)
dom.elsom@british-gymnastics.org 07825 343293

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 26th July 2015

Venue

Bournemouth International Centre, Exeter Road, Bournemouth, Dorset BH2 5BH

www.bic.co.uk

Theme

The theme for 2015 is 'Legends'

The setting of the event will run with this theme and we encourage teams to use creative routines and costumes 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 (12:30pm)

Team Registration:	11:00am
Coaches Briefing:	11:45pm
First Warm-up:	12:10pm
First Performance:	12:30pm
Finish:	3:30pm

Show 2 (4:30pm)

Team Registration:	3:00pm
Coaches Briefing:	3:45pm
First Warm-up:	4:10pm
First Performance:	4:30pm
Finish:	7:30pm

Entries

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

BG Partner Schools: Please contact Dom Elsom, (07825 343293, dom.elsom@british-gymnastics.org)

BG Enrichment Colleges or Universities: Please contact Dom Elsom, (07825 343293, dom.elsom@british-gymnastics.org)

Please note that there is a maximum of 20 teams per performance. The team places will be allocated on a first come first serve basis. Clubs are encouraged 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 Dom Elsom (dom.elsom@british-gymnastics.org) as early as possible, 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 29th June 2015.

Spectators

Spectator tickets are available from the BIC 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.

Book Online 24/7- www.bhlivetickets.co.uk

2. Performer / Team Information

Equipment

The performance area will be a 14m (width) x10m (depth) tri-bond floor on a raised performance stage. The stage is set back in the performance hall closed in by walls at the back and either side, There will be a small area (two metres to each side and one metre in front and behind) around the performance floor on the stage. 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 for you to arrange drop off/collection of equipment.

A 14mx10m tri-bond floor (not sprung) will be provided in the warm up hall, however access to free standing equipment will be limited. 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 first contact the organiser to see if this is 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. It is in your best interest to create a 6 minute max routine as this is the guaranteed maximum time available to each team.

Music

Music choice is optional and may contain vocals and sound effects.

Please see page 7 for music upload details.

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 Bournemouth, 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 (dom.elsom@british-gymnastics.org) by Monday 22nd June. Please email it sooner if possible. This information is to be used to create the event announcer's speech so please bare this in mind when completing it.

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 time for a body warm up followed by a routine run through in the warm up hall, 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. There will be event staff to assist you in knowing where your team needs to be at these times.

Gymnast Seating

Performers will be able to watch the half of the show that they are not performing in. They will be seated in the performance arena 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 BIC main entrance. Please arrive at the venue entrance by 11:30am (1st show) or 3:30pm (2nd show) with all coaches and gymnasts at the same time. Parents/guardians will not be permitted entrance into the warm up and back stage areas and will be required to wait to enter the performance hall with a valid ticket when doors open half an hour before each performance starts.

You will have 45 minutes (from 11:30am for first performance slot and 3:30pm for second performance slot) 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 Bournemouth International Centre (BIC) and provide specific travel and transport information if required (via the main contact).

How to find us: <http://www.bic.co.uk/visiting-the-venue/>

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 22nd 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 Dom Elsom (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.

Changing facilities

Changing facilities are available.

Participant Entries

Opening date for entries

Entries will open on Wednesday 18th February 2015.

Closing date for entries

Entries will close on Thursday 25th June 2015. Late entries will not be accepted.

A reminder that there are 20 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 Dom Elsom (dom.elsom@british-gymnastics.org).

An entry only 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 the second show, we will request manual payment 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 Dom Elsom 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 Dom Elsom 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

First aid will be provided by St. John's Ambulance 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.

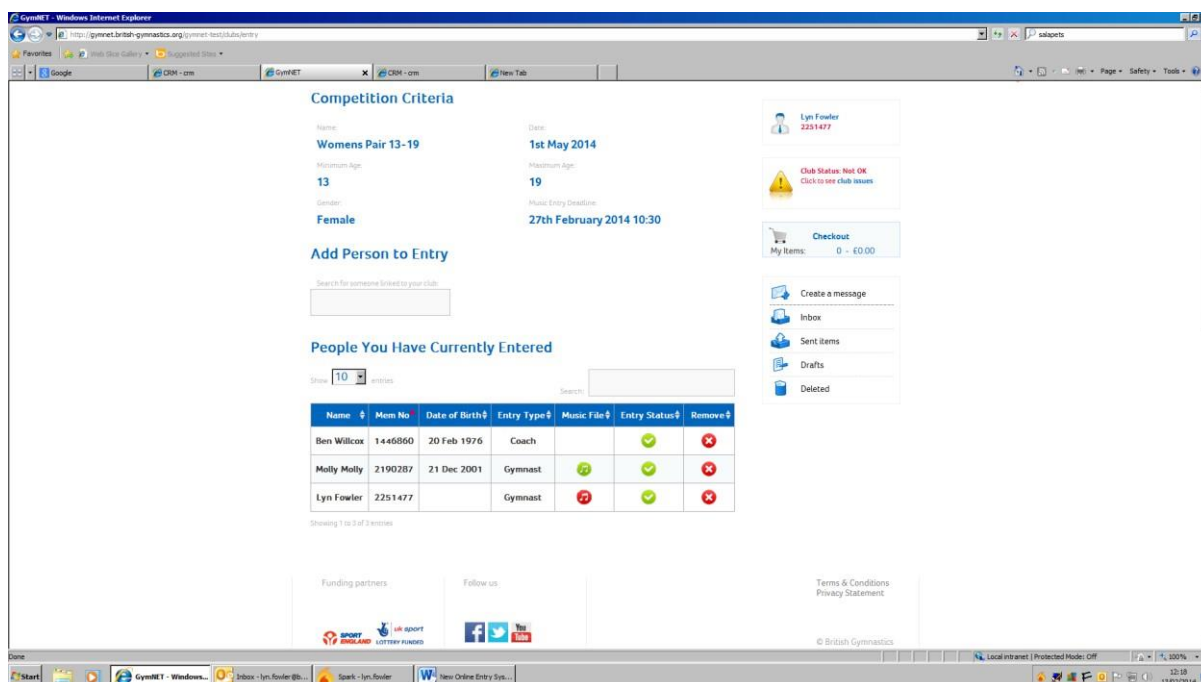
Music Upload Instructions

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 details such as Date (1st May 2014), Minimum Age (13), Maximum Age (19), Gender (Female), and Music Entry Deadline (27th February 2014 10:30). Below this is an 'Add Person to Entry' section with a search box. The 'People You Have Currently Entered' section features a table with the following data:

Name	Mem No	Date of Birth	Entry Type	Music File	Entry Status	Remove
Ben Willcox	1446860	20 Feb 1976	Coach		✓	✗
Molly Molly	2190287	21 Dec 2001	Gymnast		✓	✗
Lyn Fowler	2251477		Gymnast		✓	✗

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. The right sidebar contains user information for 'Lyn Fowler 2251477', a 'Club Status: Not OK' warning, a 'Checkout' section showing 'My Items: 0 - £0.00', and a 'Create a message' section with links to 'Inbox', 'Sent Items', 'Drafts', and 'Deleted'. The footer includes 'Funding partners' (Sport England, UK Sport Lottery Funded), 'Follow us' (Facebook, Twitter, YouTube), and 'Terms & Conditions Privacy Statement'. The page is © British Gymnastics.

3. Spectator Information

Seating

The venue will hold over 1000 spectators per show who will be seated on the tiered seating.

Ticket sales

Tickets will go on sale on Monday 2nd March 2015, and will be sold through the Bournemouth International Centre.

Book Online 24/7-

www.bhlivetickets.co.uk

There may be charges for credit card transactions.

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.

Please arrange ticket collection with the BIC box office directly.

Ticket prices

Advance ticket prices are as follows:

Adults - £10.50 per ticket per show

Concessions (applies to under 16's & OAP's) - £8 per ticket per show

Parking

Venue parking is adjacent to the Bournemouth International Centre by way of a multi-story car park. There is a charge for parking. The entrance to the Bournemouth International Centre is clearly marked within the car park, please follow these signs to the main arena.

Travel and Transport

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

<http://www.bic.co.uk/visiting-the-venue/>

Refreshments and Merchandise

Snacks and light refreshments will be available at the venue. Photos, t shirts, leotards, 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: 25th 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: Bournemouth 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.