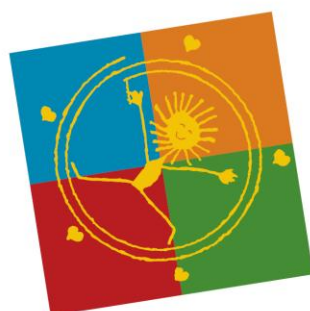


Group Leaders Information Handbook

15th World Gymnaestrada 2015 Helsinki



15th WORLD
GYMNAESTRADA
2015 HELSINKI

Make the earth move



The following document contains useful information in preparation for Gymnaestrada. Please read it carefully to ensure that you have all the information necessary to support you in your planning for the event.

Group Leaders' Handbook

15th World Gymnaestrada Helsinki, Finland 2015

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Section 1

Introduction

Welcome to your Group Leader Handbook, which contains useful information about the Gymnaestrada and your week of Gymnastics.

If this is your first ever Gymnaestrada, then we promise you an enjoyable, memorable and unique experience. If you are a seasoned participant, then we hope that the Helsinki experience lives up to your expectations and that the 15th World Gymnaestrada is the best yet!

British Gymnastics' Management Team is here to support you and your group, to assist you to achieve your best ever performance and to ensure that you get the most out of the Gymnaestrada experience.

This document includes event information, organisational logistics and a provisional timeline for key dates in the lead up to the event.

Further information can also be found via British Gymnastics website and World Gymnaestrada website.

- <http://www.british-gymnastics.org/clubs/gymnastics-for-all-activities/festivals>
- <http://www.wg-2015.com>

For Gymnaestrada specific enquiries please email:

- worldgym2015@british-gymnastics.org

Section 2

The Management Team

Mark Gannon – Head of Delegation

Mark is Executive Director, Business and Development at British Gymnastics. He is Head of Delegation for the World 2015 Gymnaestrada in Helsinki.

Gemma Barton – Team Manager

Gemma is Gymnastics for All Manager at British Gymnastics. She is the team lead in operations and logistics.

Melissa Bowdler – Executive Manager

Melissa is employed by British Gymnastics as Executive Manager. She is the accountant for World Gymnaestrada 2015.

Natasha Lovett – Gymnaestrada Administrator

Natasha is the administrator for this project and has looked after the finer points for the groups. Her main role is to maintain the communication between BG and the group leaders plus the key personnel from the Organising Committee (OC) in Helsinki ensuring that the Gymnaestrada Gymplana is kept up to date. She also ensures that all information received via the OC in Helsinki is circulated to the management team and the appropriate group leaders when applicable. Natasha also works with Melissa to monitor and administrate the event finance.

BG Support Staff

Three additional BG Staff will be responsible for ensuring that each group has their required equipment available for the individual performances and city displays. They will ensure that the equipment storage location is accessible and suitable equipment available for each BG group performance. They will also be the main points of contact for group leaders during the event and each group will have an assigned member of staff to support them during the event in terms of accommodation, travel and transport.

Wendy Lucas – Choreographer

Wendy has been commissioned by the management team to choreograph the Large Group Display. Her role within the Gymnaestrada team is vital to engage the participants and come up with a theme to capture the audience and world participants at this great event.

Travel

WGT have been appointed to manage the travel services and will ensure that all participants get to their destination on time for Gymnaestrada. Tim Rouse and his staff will be at your appointed airport to assist groups with their check in and also meet you in Helsinki. They will also support the travel services of any friends and family who wish to travel with the delegation.

Section 3

The Event Programme

World Gymnaestrada Programme

The objectives of the World Gymnaestrada include:

- Promoting the value and diversity of gymnastics
- Encouraging the growth of Gymnastics for All worldwide
- Providing incentives for meaningful work within the FIG Member Federations
- Inspiring enjoyment in exercise and encouraging personal activity
- Demonstrating the unlimited possibilities of different ideas of Gymnastics for All
- Presenting the most recent findings and developments in Gymnastics for All
- Assisting in the general and technical education of coaches
- Bringing together gymnasts from the four corners of the globe as a contribution towards the friendship of nations, and
- Presenting the diversity of Gymnastics to a wider public

World Gymnaestrada events shall consist of demonstrations and performances from the entire range of Gymnastics for All, exclusive of competitions. The event programme shall include:

- Opening Ceremony
- Group Performances
- Large Group Performances
- National Evenings
- FIG Gala
- Educational Forum
- Closing Ceremony

The planned programme is shown below.



British Gymnastics Event Programme

Group Performances

Group Performances are designed to show the diversity of Gymnastics for All. Groups shall comprise no less than ten active performers, with no maximum number being set. Performances shall be presented three times indoors and they can be a maximum of 10 or 15 minutes in duration. Due to regulations placed on each Federation there is a maximum of 15 performance slots that can be issued per Federation. This means that teams will be asked to share performance slots and will not be expected to fill a full 10 or 15 minute slot on their own. The OC will inform us of the number of slots available by September 2014 at the latest.

Large Group Performances

Large Groups shall comprise of no less than 200 active performers. Performances shall be presented three times, two or more participating FIG Member Federations may join together to form one Large Group. A Large Group Performance shall be no more than 15 minutes in duration. All teams within the British Delegation will be expected to take part in the Large Group Performance. This will be choreographed well in advance of the event and a rehearsal day will be incorporated into the event preparation. A Midnight Sun Special will be taking place on the Wednesday Evening. This is like an FIG Gala for Large Group Performances and tickets to watch the event will be sold in advance.

National Afternoons and Evenings

National Afternoon and Evening events are designed to provide participating FIG member Federations with an opportunity to present the range of Gymnastics for All activities, blended with folklore and characteristics, applicable to their Nation. Two or more FIG Member Federations may join together to present a single National Evening. Traditionally an English Speaking Evening has been presented. In 2015 the English speaking countries (Great Britain, USA, Australia, Trinidad and Tobago and Canada) have bid for a National Afternoon. Results of this bid will be made known to British Gymnastics in May 2014. This will require the support of between 2-3 British teams to take part and the process for selection will be open once the Federations have been given a positive decision. If your team would like to watch other Federation's National Afternoons and Evenings the tickets will be available to purchase at a reasonable price. Afternoon tickets will be cheaper than Evening tickets.

FIG Gala

This is an event in which the FIG presents the diversity of Gymnastics for All and its interpretation by the FIG. Performers are selected teams from FIG Member Federations participating in World Gymnaestrada. Together the FIG Gala Choreographer and the FIG GfA appointed Committee member, select the teams at least 14 months prior to the event. This selection process is already in place by the FIG and OC. If your team would like to watch the FIG Gala, tickets will be available to purchase.

Pre-Event Expectations

British Gymnastics wants to support all the performance teams attending Gymnaestrada as much as possible and for this event have provided an opportunity for all teams to receive feedback on their performances by an evaluation panel. Teams wanting to attend the event in 2015 must agree to enter one GymFusion event between the dates of April 2014 and November 2014 where their routine will be evaluated against the criteria below. This evaluation will not rate one performance over another; it is to allow constructive feedback to be given to the team or choreographer about the performance in order to help their development. This feedback is only to be shared between the Panel and the Team. The Evaluation Panel will be made up of the Festivals Representative from the National GfA Committee plus two independent choreography experts.

Section	Criteria explanation
Entertainment	<ul style="list-style-type: none"> ▪ Does the group performance keep the audience engaged throughout the performance? ▪ Are there surprise/wow moments within the routine? ▪ Does the group interact with the audience throughout the performance? ▪ Was the music choice entertaining? Did it keep you interested in the performance?
Innovation/Originality	<ul style="list-style-type: none"> ▪ Is the group's theme/story interesting or original? ▪ Is the theme/story easily understood from the performance? ▪ Does the group use exciting floor patterns (formations)? ▪ Does the group use interesting choreography and different styles of dance?
Variety and Technique	<ul style="list-style-type: none"> ▪ Are the gymnastic skills within the performance suitable to the overall skill level of the group? ▪ Are all gymnasts involved throughout the performance (i.e. no single gymnast is showcased throughout, each gymnast's best qualities are utilised)? ▪ Are the gymnastics and dance skills performed well with correct technique? ▪ Are there a variety of gymnastics and dance styles used throughout the performance (i.e dance, tumbling, acro, hand apparatus/props, large apparatus)
Overall Impression	<ul style="list-style-type: none"> ▪ Were the costumes suitable to the age and gymnastics skills within the performance? ▪ Was the music suitable to the age and gymnastics skills within the performance? ▪ Was the performance memorable? ▪ Would you like to watch the performance again?

After your team has performed at a GymFusion event, feedback and advice will be given under the above sections. This is also your chance as a choreographer/team leader to ask any questions you may have about the performances, large group display and organisation of your group at the World Gymnaestrada. We understand that the routine performed at GymFusion may not be the routine performed at Gymnaestrada and it is not a requirement to perform the same routine. The purpose of the evaluation process is to support the team, coach and choreographer to enhance their performance and any future performances.

A list of all GymFusion dates will be available on the BG website: <http://www.british-gymnastics.org/clubs/gymnastics-for-all-activities/festivals/633-clubsschoolsleisurecentres/gfa/festivals/3359-gymfusion>

In November 2014, a rehearsal of the Large Group Display will take place at Lilleshall National Sports Centre. All Teams are expected to attend to learn and practise the routine. The routine will be sent prior to this date to all Group Leaders via a YouTube link.

In April 2015, there will be a full rehearsal day for all teams to practise their final routine alongside the teams they will be sharing a slot with. Full attendance is expected on this day and the Evaluation Panel will also be attending to provide feedback on the routines.

In May 2015, all teams will be asked to provide a video of their final performance which will be evaluated by the same panel of evaluators. Feedback will then be given aligned to the criteria above. This video also allows the Gymnaestrada Management Team to finalise the apparatus set ups and also to ensure that teams using the same performance slots work together.

Section 4

Venues - Gymnaestrada Performance Venues



Helsinki Exhibition and Convention Centre

Venue for – Group Performances, National Afternoons, Catering, Exhibition/Stand, Offices and Press Centre. The Helsinki Exhibition & Convention Centre (Messukeskus in Finnish) has a total of 130,000 square metres of premises. It is the largest exhibition and convention centre in Finland. It will be the venue for Group Performances, catering and meeting points. There are seven different halls in two floors. The seven halls boast a total of 58,000 square metres of exhibition space.

Gymnaestrada 2015

- Group Performances
- Catering / Lunches
- Exhibition / Stands
- National Afternoons / Group Performances
- First aid and storage
- Offices and press



Olympic Stadium

Venue for – Opening Ceremony, Closing Ceremony and Midnight Sun Special

The Helsinki Olympic Stadium was built in 1938 and was the main arena for summer Olympics in Helsinki 1952. The Stadium has been characterised as the world's most beautiful Olympic Stadium and what is exceptional is the fact that the Olympic buildings are in active use still today. The number of spectator places, is 40,000. The Stadium Tower is 72 metres/235 feet high and from the top you can admire the landscape of Helsinki city. The opening and closing ceremonies of the Gymnaestrada will take place in the Olympic Stadium. The Stadium will also be the venue for the Midnight Sun Special.

Sonera Stadium

Venue for – Large Group Performances

The Sonera Stadium is a modern and versatile football stadium next to the Helsinki Ice Hall and Olympic Stadium. Built in 2000, the stadium has a total of 10,000 spectator seats. The football field is covered with artificial grass.

Ice Hall

Venue for – National Evenings and the FIG Gala

The Helsinki Ice Hall is located next to the Olympic Stadium. With a performance area of 3,200 square metres and 7,000 spectator seats the venue is perfect for National Evenings and the FIG Gala during World Gymnaestrada. Even though it is an ice hall, there won't be any ice during summer.

Toolo Sports Hall

Venue for – Gymnastic Activities

The multifunction hall is used for a wide variety of training purposes and for competitions in basketball, volleyball, fencing, boxing and different disciplines of gymnastics. It is located by the main street of Helsinki, Mannerheimintie and this can easily be reached with public transportation. During World Gymnaestrada this venue is used for different kinds of gymnastics activities.

City Performances

There will be 2 – 3 stages located in the City Centre of Helsinki, which are central/busy points and where the residents and tourists will be able to admire the gymnastics displays.

Section 5

Trip Information

Group accommodation in schools:

The Great British delegation will all stay in school accommodation as part of the package price. The OC have guaranteed that the accommodation will be a maximum of 30 minutes walking distance or a maximum of 30 minutes travel by public transport. If for some reason this is not possible, a shuttle service will be organised by the OC.

Beds, bedding, air mattresses, blankets etc. are not included in the package cost and teams will need to take their own supplies or obtain them from the OC who will have them available for sale or rent.

Participants will be assigned to their accommodation in classrooms by the BG Gymnaestrada Team who will ensure that teams are kept together where possible and that the Health, Safety and Welfare of the participants are maintained.

Capacity per classroom:

One classroom (70m² = 12 people) equals approximately 6m² per person.

Sanitary facilities:

- 1 shower per 12 persons.
- 1 washbasin per 6 persons.
- 1 toilet (seat type) per 12 persons

All schools shall feature:

- Catering facilities (vending machines for drinks and snacks)
- Guards and security personnel (round-the-clock-service)
- First-aid service
- Daily cleaning
- Daily refuse collection
- Emergency repair service for sanitary facilities

Catering

Breakfast is included in the package price and will be served at the accommodation or close by.

The breakfast will be brought in fresh every morning to the participants and will contain a minimum of two drinks (one cold and one hot) bread, butter, jam, sliced cheese and fruit.

Meals:

If your team choose to take out the 'Meals' bolt-on, one additional meal will be served each day at the Exhibition Centre between 11am and 3pm.

Daily menus will be different and each day at least two different menus will be provided and include the following:

- A complete warm meal with potatoes, rice or pasta together with meat or fish and vegetables
- A complete vegetarian meal has to be available and it can be one of the two meal options offered daily

Any additional special dietary requirements such as Vegan, Lactose free and Gluten free are catered for. BG needs to be made aware of this on participant registration.

Additional catering for evening meals will be available in the 'Get Together' (party area) with difference price categories and a wide variety and choice. There are also many restaurants across the city that are working in cooperation with the event and the OC. Please note that evening meals are not covered in the package price.

Transport

Public transport – trains, trams, buses and the metro are accessible to all participants from the 12th to the 18th July 2015. The Participant Card (included in the package) entitles participants to access to all public transport within Helsinki City Centre during this time.

Kit

Great Britain kit will be provided as part of the package. As a minimum this will include:

- GB Tracksuit x 1 (Jacket and trousers)
- GB Rucksack x 1
- GB T-Shirt x 2

Kit samples will be available in all sizes at the November 2014 Large Group Display rehearsal day. There will be no other opportunity to sample kit other than on this date.

Kit will be distributed to all participants at the final rehearsal in April 2015.

Insurance and Welfare

It is essential that all participants take out additional Travel Insurance which is stated to provide cover for Gymnastics activity. These arrangements can be made through the BG website within the insurance centre <http://www.bg-insurance-centre.com/> or from another provider. If another provider is used, please ensure that it provides medical cover for Gymnastics as BG will request this information on registration.

Legislation requires that when a club takes gymnasts under the age of 18 on a journey involving an overnight stay, the club **must ensure that there is a designated trained person responsible for child protection on the trip**. To be suitably trained, the person must hold a current BG DBS (CRB) and have accessed a Safeguarding course within the last 3 years (which is also valid throughout the dates of the event). Safeguarding courses can be accessed locally, through Sports Coach UK or the FA. To adhere to CPSU child protection standards the designated person must not be related to or in a relationship with the coach attending the trip in any way.

All coaches and volunteers travelling with the team must have a current BG DBS (CRB) in place.

Prices & Packages

The package price for World Gymnaestrada 2015 is **£850** per person.

This includes the following:

- Flights from 3/4 hub airports – Manchester, Glasgow /Edinburgh, Heathrow
- Airport transfers in Helsinki to and from school accommodation
- Participant Card – All performances and local transport (except spectator tickets for National Afternoons/ Evenings and FIG Gala)
- School Accommodation for 8 nights (11th – 18th July)
- Breakfast for 7 days (12th-18th July)
- GB Kit – 2 x T-Shirt, 1 x Tracksuit and 1 x Rucksack

‘Meals’ Bolt on

If you would like to have a hot lunch-time meal at the Exhibition Centre every day, there is an additional cost of £90 per person.

Travel will be on scheduled flights from the hub airports and where possible direct flights will be sourced. As Helsinki is neither a large airport nor a general holiday destination, this means that flight choices are narrow and through working with the travel operator, group booking prices as the best possible rate will be sought. We will endeavour to keep all teams together however the whole delegation will be split over several flights. Flight details for July 2015 are not released until June 2014 and so exact flight times cannot be given until after this time. If, due to unforeseen circumstances there are not enough flights from the UK to Helsinki to arrive on 11th July, additional measures may need to be put into place for example, extra nights’ accommodation or chartering flights, which may affect the overall participant cost. This will be avoided where possible and will only be implemented when absolutely necessary.

Equipment

Gymnastics apparatus will be provided free of charge up to a certain limit for Group Performance, National Afternoon, National Evenings, the FIG Gala, City Performances and Large Group Performances. All arenas will be equipped with 7 pieces of roll mats (14 x 2m), all other apparatus must be ordered separately. The list of apparatus that can be ordered is currently as follows:

- Men’s Parallel Bars
- Springboard “Hard”
- Springboard “Soft”
- Vaulting table (adjustable height to 165cm for TeamGym usage)
- Foam Vaulting Table 90 x 75 x 125 cm
- Tumbling Track (incl. run-up and landing zone)
- Air Track 1200 x 280 cm
- Landing Mat 300 x 200 x 30 cm
- Landing Mat 300 x 200 x 20 cm
- Magnesium Stand
- Large Trampoline with Safety Ends
- Minitramp/Trampette Open-End
- Minitramp TeamGym
- Wooden Boxes
- Styrox or Polyurethane boxes
- Wooden benches 4m

- Landing Mat “School”
- Landing mat 300 x 200 x 40 cm (or alternatively 300 x 200 x 30cm)

A more detailed description of the available equipment and the process for ordering will be given at later date. Full details of the Teams requests for equipment will be requested in due course. If you wish to bring additional apparatus or props, whether large or small, you will need to make the Management Team aware when prompted to ensure that this can be transported to Helsinki.

Family and Friends

Family and friends are welcome to travel to the event as spectators and the event travel company, WGT, are happy to help with flight bookings and sourcing accommodation. If your team would like information on how to access this support, please email the Gymnaestrada email address: worldgym2015@british-gymnastics.org

Accompanying family or friends (of any age) must stay in hotel accommodation. Only participants with an event Participant Card can stay in school accommodation, which is only available by booking the full package with BG.

Section 6

General Information about Helsinki

Money Matters

Finland uses the Euro as its national currency. The Euro is broken up in to 100 cents (1, 2, 5, 10, 20, 50 cent coins and 1 and 2 euro coins) and 5, 10, 20, 50, 100, 200, 500 euro notes.

Medicines and Medical Treatment

Citizens from the EU are entitled to free or reduced-cost NHS (National Health Service) treatment, including dental treatment and all participants should take an EHIC card from their home country with them. Please note however that full health and travel insurance will still be required.

There will also be a 24hr medical centre; details of this will be available on arrival and also on notice boards in the accommodation. First aid provision will be available at all venues where performances are taking place.

Weather

The weather in Helsinki is as unpredictable as in Great Britain however on average the temperature in July is around 20 Degrees Celsius and is generally warm and sunny. Some light rainfall may be expected.

Time

In the summer, Helsinki is 2 hours ahead on UK time. The hours of sunlight however are very different to in Great Britain with approximately 19 hours of daylight (sunrise 4am, sunset 11pm).

British Embassy Helsinki

British Embassy Contact Details

Address: Itäinen Puistotie 17, 00140 Helsinki, Finland

Phone: +358 (0)9 2286 5100

Fax: +358 (0)9 2286 5284 Chancery Section

+358 (0)9 2286 5262 Consular

Website: <http://ukinfinland.fco.gov.uk>

Section 7

Registration

This section includes all the information for registering via the British Gymnastics online portal GymNet and also includes some important dates in the run up to World Gymnaestrada 2015.

Registration Process

Team registration is open from 1st November to 13th December 2013.

Team entry for the 2015 World Gymnaestrada is through the BG GymNet portal Online Entry. Details of how to enter using this system can be found on the event page of the BG website. <http://www.british-gymnastics.org/event/7271>

Participant Registration is open from 1st January to 23rd May 2014.

Payment Plan

The payment plan below details the deadline dates for all payments to be made to BG via the Online Entry System. These payments will appear in the Club's shopping basket. All payments must be received before these deadlines to ensure they have arrived on time and are correct (allowing for any potential postal issues).

13th December 2013

- Registration Fee - An initial single payment of £850 (non-refundable deposit) must be received by British Gymnastics by this date. Please note all cheques must be received in the post before this date to ensure they can be processed on or before the due date

23rd May 2014

- Payment of £250 per person non-refundable deposit to reserve place

24th October 2014

- Payment of £250 per person

6th March 2015

- Final payment of £350 per person (plus an additional £90 if requesting the 'Meals' Bolt on equalling £440 in total)

This equates to 4 payments:

- One team payment of £850 in total
- Three individual payments totalling £850 per person (or £940 if 'Meals' requested)

Cancellation/Refund policy

Cancellation between 25th October and 31st December 2014, £250 will be refunded per participant.

Cancellation between 1st January and 5th March 2015, £125 will be refunded per participant (50%).

Cancellation from 6th March 2015 onwards, no refund will be made.

This is based on payments being made by BG within these dates and calculations being based on the total number of participants travelling.

Section 8

Important Dates

28th October 2013

- Online registration for Gymnaestrada (via GymNet) opens to Clubs

13th December 2013

- Online entry complete for registration and deposits paid

17th December 2013

- Confirmation of registration from British Gymnastics to all teams

1st January 2014

- Participant registration open

23rd May 2014

- Participant registration closes and payment of £250 per person non-refundable deposit received

May – November 2014

- All teams attend a GymFusion event for evaluation

October 2014

- Bulletin to all Gymnaestrada teams with additional specific information

24th October 2014

- Payment of £250 per person received

November 2014

- Mass Display Rehearsal and Kit Sample Day – Lilleshall National Sport Centre (non- attendance means that no sample sizes for kit will be provided to your team)

December 31st 2014

- Last day for refundable cancellations (as per cancellation policy in Section 7)

6th March 2015

- Final payment of £350 per person

April 2015

- Full rehearsal day for all teams at Lilleshall National Sport Centre
- Kit collection for all teams – chance to swap if necessary
- Mass Display practise

May 2015

- Final video submission of full routine