



Team Information Pack



Sunday 20th January 2013

Wellsprings Leisure Centre, Cheddon Road, Taunton, Somerset.
TA2 7QP

Team Information Pack Contents

This information pack includes all the information necessary to support you in attending the GymFusion South West event. Any details that need confirming nearer the time will be sent directly to you via email.

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1. GymFusion South West

The event that started under a slightly different name in 2011 'South West GymFest' and continued in 2012 as 'GymFusion South West' is here again for another year!

It promises to be a bigger and more spectacular event to last year and we cannot wait to see you there. The event could not happen without the help of all the volunteers within the clubs and across the region, thank you to you all.

This year's festival is Fairground and Circus themed, hoping to bring a taste of candyfloss, clowns, waltzers and more to the South West.

GymFusion has been developed to enable gymnasts of all ages and abilities to perform and enjoy being part of a non-competitive experience.

1.1 Date

Sunday 20th January 2013

1.2 Venue

Wellsprings Leisure Centre, Cheddon Road, Taunton, Somerset. TA2 7QP

1.3 Theme

The theme for GymFusion South West 2012 is 'Fairground and Circus'. The setting of the event will run with this theme; however your performance does not have to follow this theme, but it will look better from an audience point of view if it did.

1.4 Event Programme

Example Programme of Events (more details given on the day)

AM performance	Description	Time
	Team Registration	09.30 am
	First Warm-up	TBC (dependant on number of entries)
	Doors Open	10.45 am
	First Performance	11.15 am
	Performance Ends	1.45 pm
	Finish	2.00 pm

PM performance	Description	Time
	Team Registration	2.30 pm
	First Warm-up	TBC (dependant on number of entries)
	Doors Open	3.45 pm
	First Performance	4.15 pm
	Performance Ends	6.45 pm
	Finish	7.00 pm

1.5 Entries

CLUBS: Online entry opens from 1st September 2012

BG PARTNER SCHOOLS: Please contact Katie Irwin

DANCE & CHEER GROUPS: Please contact Katie Irwin

1.6 Spectators

Spectator tickets are available via Tone Leisure Ltd: <http://www.toneleisure.co.uk/book/>

1.7 Main Point of Contact

Katie Irwin – Area Manager – South West

katie.irwin@british-gymnastics.org 07771 374037

2. Pre-Event Information

All the information outlined below will support you with making arrangements pre-event.

2.1 Entry Details

The entry fee is £7.00 per participant per performance slot (AM or PM) £12.00 per participant for both AM and PM slots

Entries will open on **Saturday 1st September 2012** and will close on **Sunday 23rd December 2012**.

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 to complete the online entry form for GymFusion South West.

If you don't have a GymNet username or password for your club please contact the British Gymnastics Membership Department on 0845 129 7129 ext. 2321 or membership@british-gymnastics.org.

The number of team performance slots available is limited to 2 per team and will be allocated on a first come first served basis.

Schools & other groups wishing to take part cannot enter through GymNet and should contact Katie Irwin to discuss participation requirements and an alternative way to enter their team. The number of school performance slots is limited and will be allocated on a first come first served basis.

2.2 Participants

There is no minimum or maximum number of gymnasts that can perform within the team, subject to space, safety and coach ratio. **Please discuss with event organisers before if you have large numbers example: 30 or above.**

Only participants entered through the online entry system and registered with event staff will be allowed to perform on the day.

2.3 Participant Membership & Insurance

All participants must be at least Bronze members of British Gymnastics throughout training and at the time of the event. All participants must bring their BG membership card as proof of membership.

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. School need to be registered as BG Partner schools and show proof of their public liability insurance to event organisers before the event, therefore they do not require Bronze membership to BG.

2.4 Coaches

All coaches must be members of British Gymnastics and hold a minimum Level 2 coaching qualification. 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 notify us on the attached team sheet.

The coach 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 at the time of their qualification).

Coaches will also be required to bring their BG membership card as proof of membership.

2.5 Transport and Travel

We can help you to navigate your way to the venue and provide specific travel and transport information through the contact below:

Katie Irwin
SW Area Manager British Gymnastics
katie.irwin@british-gymnastics.org
07771 374037

[Map and directions](#)

If you are using a Sat Nav's the post code is:

TA2 7QP

(Cheddon Road, behind The Taunton Academy)

2.6 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 to BG no later than Thursday 20th December 2012.

The form can be found here www.british-gymnastics.org.

Discounted room prices can be booked via the BG website or by clicking here: [Holiday Inn](#)

2.7 Spectator Tickets

Tickets are sold via Tone Leisure: <http://www.toneleisure.co.uk/book/>. All tickets available **soon**.

Tickets are limited and any unsold tickets will be available on the door, however we cannot guarantee that tickets will be available on the day due to high demand for this event.

Tickets will cost £6.25 for adults and £4.25 for concessions/children aged 5-16, tickets for those under 5 years of age are FREE of charge. There is also a charge for box office administration of £1 per ticket.

Family tickets are not available for this year's event.

Please note: Spectators will be asked to vacate the performance arena after the morning performance at 2:00 pm and will be seated again when doors reopen at 3:45 pm. You must show valid afternoon tickets on re-entry.

Prices listed above will gain spectators entry to one performance slot e.g. Morning or Afternoon ONLY. Please purchase two tickets if you wish to remain for both performance slots.

3. GymFusion Performance Information

All the information outlined below will support you with planning your performance.

3.1 Venue Details

A site plan of the performance hall can be [viewed here](#) and pictures of the venue can be viewed online, <http://www.toneleisure.co.uk/centres/wellsprings>. The venue holds 416 spectators who will be seated on numbered tiered seating plus additional numbered seating at ground level in front of the performance floor area.

There is disabled seating available please ensure you state clearly if these seats are required.

There is free on site parking, please contact the venue for parking instructions if you wish to arrive by coach.

3.2 Performance Time

Team performance slots (routines) are up to a maximum of 6 minutes in length. Clubs/Schools have the option to enter more than one team, please note: gymnasts should belong to one team and where possible not cross over into two or more teams.

Example: £7 entry fee is per gymnast per 6 minute performance slot (routine).

Clubs with more than one team, performance slots will be split and will not follow each other.

Event organisers understand that some performance routines are longer in length e.g. Gymnaestrada routines. So please contact event organisers to discuss routine length in more detail.

3.3 Music

Music choice is optional and may contain vocals if you wish.

The organisers will require 2 copies of music on different CD's that are clearly labelled by **Thursday 20th December 2012** at the latest. Please send CD's to Katie Irwin, Castle Business Centre, Castle Road, Chelston Business Park, Wellington, TA21 9JQ (please include an e-mail address for confirmation of receipt). This music will be checked and uploaded onto the show computer, please ensure that the copy is a good clean, non-crackling version. Lively backing music will be played for you to walk on to, once in position the background music will stop and your display specific music will play.

Please note: your music will be stopped after 6 minutes due to pre-determined performance length, please see section 3.2 within this document.

Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible by using the following search tool:

www.ppluk.com > Music Users > Audio Repertoire Search

3.4 Equipment

The equipment provided will consist of full sized sprung floor (14 x 14 m) with the following free standing equipment that can be used on the floor area at your request: Spring Board x 1, Junior Spring Board x 1, Vaulting Box, Vaulting Table, Floor Mats & Safety Landing Mats, trampette.

If the team requires any further apparatus it would be the responsibility of the team to transport this equipment and to carry out a full equipment check and risk assessment. We can only insure British Gymnastics approved equipment.

Please inform us via the attached team sheet if you require the use of any of the free standing equipment or if you will be bringing any of your own equipment along to the event.

Lighting and Sound systems will be in place to ensure the performances are brought together to create a 'show' atmosphere.

3.5 Warm-up

Your team will be allocated a short warm-up period on the main performance floor prior to doors opening to the public, please see table listed in section 1.4 of this document. The venue is limited with additional warm up hall space; however, there is a small hall upstairs with a non-sprung wooden floor area and low ceiling that will allow for some pulse raising activity, stretching and ground level routine practice. Please know there will be limited in the warm up hall area.

All teams will be ushered to the warm-up hall prior to their performance to allow them time to prepare themselves to perform. You will have specific warm up time allotted, if you are running late we cannot guarantee your slot will be available at a later time.

Please arrive in good time to prepare for your performance.

4. GymFusion Event Information

All the information outlined below will give you a brief explanation of the on-the-day arrangements. Running order & timing will be e-mailed to you once all entries have been received and the deadline has passed.

4.1 Accreditation

All gymnasts must register on arrival at the registration desk in the Leisure Centre main reception area with their BG membership card to allow them to access the appropriate warm-up and performance areas. Event entrance will be signposted, please follow signs.

All designated coaches must also register using their BG membership card as identification.

4.2 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 remove all jewellery. Any make up or face paint should be done so with the sprung floor and carpet in mind.

4.3 Etiquette

The members of your team are asked to act responsibly and respect the facility and equipment at all times. The coaches will be responsible for their teams' actions.

All outdoor shoes must be removed when entering the performance area. No Black soled indoor shoes to be worn on the floor area.

No food or drink is to be brought into the Leisure Centre unless purchased at the facility. Please be aware that the café on site is small, we would recommend contacting the venue for more details on food available. Please note: opening times do vary. Food4You 01823 271 271 www.food-4-you.co.uk

After registration, all property must be left in the designated changing areas. All valuables must be left at home as neither the facility nor the event organisers will take responsibility for any lost, stolen or damaged property.

4.4 Photography

All coaches, participants and spectators must give their permission to be photographed / filmed, please notify Katie Irwin if this causes any problems for any members of your team.

Professional photography staff will be on site and have been fully CRB checked and given guidelines on best practice for taking photos at gymnastics events. These images are available to buy on site or after the event.

4.5 Medical and Welfare

Basic first aid provision will be provided at the event however teams must have medical and emergency contact details for all participants in their team and will be directly responsible for their well-being.

A NSPCC trained Welfare Officer will be present at all times during the event.

Christine O'Hagan - Regional Welfare Officer

07739 512208 christine.o'hagan@british-gymnastics.org

4.6 Complaints and Grievances

Any complaints must be directed through the head coach to the event organiser. Where possible complaints will be dealt with immediately, however the event organiser retains the right to take note of the complaint and deal with it at a more appropriate time as he/she deems fit.