

# GYMFUSION

**GymFusion Newcastle 2013**

**Team Information Pack**

Saturday 2<sup>nd</sup> November 2013

**Northumbria University Sport Central**

## **Team Information Pack Contents**

This information pack includes all the information necessary to support you to attend the 'GymFusion Newcastle' 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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### **Appendixes (attached to e-mail as separate documents)**

- A. GymFusion Newcastle Team Sheet
- B. GymFusion GymNet Online Entry Guidance
- C. GymFusion Newcastle Spectator Ticket Order form

## 1. **GymFusion North**

GymFusion has been developed to enable gymnasts of all ages and abilities to perform and enjoy being part of a non-competitive experience. This is the third GymFusion event in the North region and builds on the success of last year's Halloween themed event.

### 1.1 **Date**

Saturday 2<sup>nd</sup> November 2013

### 1.2 **Venue**

Sport Central, Northumbria University, Northumberland Road, Newcastle upon Tyne, NE1 8ST

### 1.3 **Theme**

The theme for GymFusion Newcastle 2013 is 'Once upon a time...'. The setting of the event will run with this theme; however your performance does not have to follow this theme.

### 1.4 **Event Programme**

12:30	Team Registration
12:45 – 13:15	Orientation
13:00	Set Warm-up Slots Begin
14:00	Performance Opens
17:00	Finish

This is subject to change depending on number of teams entering, and will be confirmed after the closing date.

### 1.5 **Entries**

Clubs: Online entries, via GymNet, open from Monday 29<sup>th</sup> July 2013.

BG Partner Schools: Please contact Jasmine Danby.

### 1.6 **Spectators**

Spectator tickets are available by completing the GymFusion Newcastle Spectator order form and returning to: GymFusion Tickets, PO Box 632, Durham, DH1 9JT

Standard advance purchase tickets are £7.00 per person.

Concessionary advance purchase tickets are £5.00 per person.

### 1.7 **Main Point of Contact**

Jasmine Danby – Club Development Coordinator

[jasmine.danby@british-gymnastics.org](mailto:jasmine.danby@british-gymnastics.org)

07584390099

## 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 per participant

Entries will open on **Monday 29<sup>th</sup> July** and close on **Sunday 6<sup>th</sup> October 2013**.

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 Newcastle.

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. 2522 or [membership@british-gymnastics.org](mailto:membership@british-gymnastics.org).

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

BG Partner Schools who wish to take part should contact Jasmine Danby for details of how to enter their team.

### 2.2 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.

### 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 should be accompanied and accounted for at all times by BG coaches/club officials.

Schools need to be registered as BG Partner schools and show proof of their public liability insurance to event organisers before the event.

### 2.4 Coaches

All coaches must be members of British Gymnastics and one coach per team must 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 Jasmine Danby.

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 of their qualification).

## **2.5 Transport and Travel**

Information to help you to navigate your way to the venue is available through the main contact.

A Map of the venue and surrounding area will be provided to teams following entry.

## **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.

The form can be found at [www.british-gymnastics.org](http://www.british-gymnastics.org) under events and travel.

## **2.7 Spectator Tickets**

Tickets will be sold via the British Gymnastics North Development team.

Please circulate the GymFusion Newcastle Ticket Order forms to your spectators. Tickets are to be ordered by post and paid for by cheque – made payable to “British Gymnastics”.

Please send completed order forms to GymFusion Tickets, PO Box 632, Durham, DH1 9JT.

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.

Advance Tickets prices:

£7 for Adults

£5 for Concessions (65+ and children under 16years)

Under 5's Free provided they do not require their own seat

“On the door” tickets will incur an extra charge, so please encourage spectators to order theirs in advance of the event.

### **3. GymFusion Performance Information**

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

#### **3.1 Venue Details**

The venue holds 835 spectators. GymFusion will be located in the main Sports Hall Arena within Northumbria University Sport Central.

Refreshments can be purchased on site.

#### **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, if a gymnast performs in more than one team/routine then they will need to enter twice and will be charged twice, once for each performance.

If you require a longer time slot please notify us and we will do our best to accommodate the extra time for you in the running order.

#### **3.3 Music**

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

Jasmine Danby will require a copy of your music on CD or via email that is clearly labelled by Monday 7<sup>th</sup> October 2013 at the latest. Please send CDs to: BG Coach Education North, PO Box 632, Durham, DH1 9JT. Please include an e-mail address for confirmation of receipt. Alternatively, send you music via email to [jasmine.danby@british-gymnastics.org](mailto:jasmine.danby@british-gymnastics.org). This music will be checked and uploaded onto the show computer, please ensure that the copy is a good, clean, non-crackling version.

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](http://www.ppluk.com) > Music Users > Audio Repertoire Search

*Please note: We cannot accept Disney, Andrew Lloyd-Webber and Cirque du Soleil*

#### **3.4 Equipment**

The equipment provided will consist of a 12m x 12m floor area. The floor area will be sprung. If clubs require extra equipment they must check with the organiser to see if the venue can provide the equipment requested, or alternatively must arrange transport themselves and inform us as soon as possible.

If you do bring any further apparatus it would be the responsibility of the team to bring the equipment and to carry out a full equipment check and risk assessment. We can only insure British Gymnastics approved equipment so if you are unsure that the apparatus you wish to bring may not meet these criteria please contact Jasmine Danby.

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

### **3.5 Warm-up**

Orientation Period – 12:45 – 13:15

Teams will get the opportunity for a brief orientation time on the performance floor. This WILL NOT be an opportunity to run through full routines and/or skills (unless there is a significantly difficult skill that needs preparation on the sprung floor for safety reasons – to be cleared with Jasmine Danby).

The scheduled Team Warm-ups will start from 13.00.

Your team will be allocated a full routine warm-up slot in the Warm-up Hall, prior to their performance. The Warm-up floor will be a 12m x 12m matted area.

Please arrive in good time to prepare for your performance.

Each team will be allocated a performance slot which will either fall in the first half or the second half of the show. When teams are not required for their warm up, or performance, they will be able to watch the show with their coaches in a designated 'coaches and gymnasts area'. This will be separate to the main spectator area. Gymnasts must be supervised at all times, whilst in the gymnast spectator area.

## **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 entries have been received.

### **4.1 Accreditation**

All teams must register on arrival at the registration desk outside the main arena. 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.

### **4.3 Etiquette**

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

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**

By entering/attending the event all coaches, participants and spectators consent to being filmed/photographed at the event. Please notify Jasmine Danby if this causes any problems for any members of your team.

### **4.5 Medical and Welfare**

Basic first aid provision will be provided 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.

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

### **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.