



Gymnastics Events

A guide to organising & running an Event

British
Gymnastics
More than a sport

Using the Guide

This guide is designed to assist British Gymnastics (BG) clubs who wish to set up an event. The information contained gives an overview of all the elements that need to be considered at an event, such as the planning stages, what to expect on the day and advice and top tips on what to do after the event. The guide is not exhaustive and some of the templates may not be applicable to every event or situation. The document will help to make the organisation simple and easy to ensure your event runs smoothly.

The document is split into sections which relate to the stages of planning and delivering an event. At the end of each section is a 'checkpoint' which highlights the main actions to be completed within that stage. In addition to the support and information provided in this guide, templates are also included to help you effectively plan and manage your event. There are also some appendices included in this guide; these contain generic templates and also discipline specific information to assist you with planning and delivering your event.

Contents

1. Getting Started.....	Page 4
2. Planning.....	Page 5
3. Recruiting and Supporting your workforce.....	Page 6
4. On the Day of the Event.....	Page 7
5. After the Event.....	Page 8
6. Ensuring your event is inclusive.....	Page 9
7. Appendices	Page 11
8. Templates	Page 41

1. Getting started

Here are some helpful steps to guide you on your way to delivering a successful event.

Step 1: Who is organising your event?

- Recruit an Events Organising Team. The team may consist of coaches, parents, volunteers, young leaders or some of your older participants.
- Use this team to delegate tasks and responsibilities, ensuring that the organisation of the event is shared.
- One person should be identified as the 'Event Organiser' and it is their role to have the overall responsibility for the event and make formal decisions.
- Consider what additional support and resource you need to deliver your event.

Step 2: Why are you delivering your event?

With your Events Organising Team, consider the following:

- Who is the event for? (i.e. age, experience, discipline, activity, inclusivity)
- What will the club, participants and community gain?
- What is your budget?
- Will the event have a theme? (e.g. Festive, Carnival, Fairytale)

Step 3: When are you delivering your event?

- Consider the best date and time for the event (i.e. time of year, regional calendar, school holidays, workforce availability)
- Will this allow for enough time to plan?
- How long will the event last? (i.e. half day, full day, full weekend)

Step 4: Where are you delivering your event?

- Can the club's training venue and facilities be used, or do you need to hire an alternative venue? Is there suitable car parking, refreshment area, sufficient toilet and changing facilities, adequate equipment, warm up space?
- Can the venue accommodate participants and spectators?
- Is the venue accessible for disabled people?
- Is the venue affordable?

Checkpoint 1

Step	Complete?
Step 1- Events organising team appointed	
Step 2- Purpose of event agreed	
Step 3- Date confirmed	
Step 4- Venue booked	

2. Planning

This table shows some of the key areas to consider and should be adapted to ensure it is relevant to your event.

Key Area	Considerations	Who is responsible?	Date
Venue	Entrance and exit, accessible, layout, spectator area/seating.		
Equipment	Apparatus, sound systems (e.g. music system, microphone), entrance door and control, props, lighting.		
Timetable	Event programme, schedules and running order (see appendix 3 for an example events schedule)		
Administration	Entry forms, tickets, rules and regulations, VIP invitations, code of conduct, contact your local council to see if a temporary event notice is required		
Entry Criteria	Performance/competition requirements, participant insurance		
Finance	Budget sheet, expense claim forms, invoices, cancellation policy, bank account set up		
Workforce	Announcer, music operator, car park and venue marshals, runners, judges, scorers, Welfare Officer, Volunteer Coordinator, Floor Manager, cleaners (please see appendix 2 for a full list of possible roles)		
Customer experience	Catering, merchandise, photographer, additional on-site activities, review and feedback		
Presentations	Award ceremonies, certificates, announcer's script, guest speakers, VIP acknowledgments		
Health and safety	Risk assessments, emergency procedures, first aid provision, drop off and collection point for participants, safeguarding policies (please see BG Health, Safety and Welfare policy)		
Marketing	Posters/banners, local press and social media, community engagement.		
Insurance	Venue insurance, public liability insurance, participant insurance, copies of insurance documents from external contractors e.g. equipment suppliers		
Invitations	Who will you invite to your event?		

Please note that the event must take place in a recognised BG environment and that all participants must be members of British Gymnastics unless stated otherwise.

To enable the event organiser to monitor the timescales effectively, the tasks within this table can be transferred onto an event timeline (Gantt chart). Please find an example timeline in Appendix one.

Checkpoint 2

Task	Complete?
Responsibilities agreed	
Timeline in place	

3. Recruiting and supporting your workforce

It is really important that your workforce are contacted before the event to ensure that they are prepared for their role and understand the expectations.

It would be useful to write/email the selected workforce with the following information (please refer to the Gantt chart on pages 46-47 for timescales):

- The aim of the event
- Where & what time they are expected and how long they are needed (address including postcode)
- What they should wear or details of uniform
- Refreshments available
- Timetable showing breaks for refreshments
- Where and to whom they should report on arrival
- Any car parking arrangements and car park passes
- The smoking policy of the venue
- Any health and safety information that may be needed
- An expense claim form and details of how any expenses will be settled
- A copy of the volunteer role description
- Contact numbers in case of difficulty

It is also important to obtain information from your workforce to help you to prepare:

- If workforce are under 18, written permission must be gained from a parent/guardian
- Check any dietary requirements if you are providing food
- Obtain an emergency contact number and details of any special requirements that may be needed

Checkpoint 3

Task	Complete?
Workforce contacted	
Workforce roles allocated	
Workforce timetable created and shared	
Personal information obtained	

4. On the day of the event

The information below gives additional suggestions for those tasks which should be completed on the day of the event:

Checklist	Tick when complete
Set up the performance area and the warm up area	
Set up spectator seating and participant seating	
Distribute signage around the venue (including photography policy and first aid points)	
Set up any exhibition/merchandise stalls	
Set up a registration desk	
Set up a ticket collection or ticket sales point that is easy to view and can accommodate a queue	
Set up the VIP area	
Check catering arrangements	
Ensure all toilets and changing rooms are open, clean and accessible	
Check that the layout allows sufficient room for participants and that all fire exits are clear	
Ensure the pathway for gymnasts to enter and exit to the performance area is set out	
Check that any apparatus used is correctly set up to the required specification	
Complete and sign the Risk Assessment	
Run through the timetable with the Announcer and ensure any changes or withdrawals are noted	
Conduct a workforce briefing, include volunteers, support staff and/ or judges	
Check/ set up audio equipment	
Set up First aid point	

Checkpoint 4

Task	Complete?
Event Organising Team member allocated to check venue layout and apparatus on the day	
Apparatus check (correct set up and usage)	
Complete and sign a Risk Assessment Form	

5. After the Event

The Event Organiser should also ensure that all coaches, participants, spectators, workforce, VIP's and the Event Organising Committee are thanked for their contribution to the event. This can be done on the day of the event or via email, phone calls or post.

A post-event meeting with your Event Organising Team is a great way to learn from the event, to gain feedback and to finalise the budget. This should cover:

- A focussed discussion about the success of the event. Is there anything that worked better than expected? Is there anything that could be changed for next time?
- Event finance. Check through the budget, ensure all expenditure is paid and all income banked as a total. Produce a final budget to be kept on file.
- A short questionnaire should be created at the meeting and then sent to each participating team to gain their feedback of the event. This feedback should be collated; any immediate issues addressed and then kept on file for the next time you run an event.
- An event report should be written to be sent to all participating teams and local media. This report should highlight the success and achievements of the event and contain comments from participating teams, coaches and VIPs. If possible, this should include photographs.

Checkpoint 5

Task	Complete?
Set a date for the post-event meeting	
Finalise budget (ensure all payments are made)	
Obtain feedback	

6. Ensuring your event is inclusive

At each stage of the planning of your event, it's important to consider how you can ensure it is accessible for all your participants, spectators, officials etc.

Included below are some key questions to ask yourself and tips for ensuring your event is truly inclusive:

Venue

- Is the venue that you've chosen accessible? Does it have accessible parking, a hearing loop, lifts and/or ramps, accessible spectator seating etc?
- Are there adaptations you can make to the facility to make it more accessible e.g. can you lay the equipment out with lots of space or mark any hazards in brightly coloured tape?
- Have you thought about disabled people's journey to the venue, and given information about how to access it via car and public transport?

Event rules/entry criteria

- Does your entry criteria make clear that disabled people can take part?
- Are you able to make adaptations to rules/entry criteria to support disabled people?
- Is there demand for a specific Disability Gymnastics section (e.g. to a competition)?
- Do your entry forms ask about individual needs and how you can support people on the day?

Event documents and promotion

- Do you use inclusive and representative images on your event promotional flyers, e.g. are there pictures of disabled people taking part?
- Are your event documents accessible to people with a range of impairments e.g. do you use clear fonts, contrasting colours, plain backgrounds?
- Do you need to produce documents in alternative formats to support disabled people to access them e.g. do you need a large text, Easy Read or simple English format of each document?
- Can you make event documents accessible for individuals who are visually impaired and use a screen reader?
- Can you offer support to anyone to complete your event documents or to make an entry?

Workforce

- Do your Events Organising Team and workforce on the day know their responsibilities for supporting disabled people?
- Can you ask your workforce what further training they might benefit from in order to support disabled people?
- Have you designated one member of the team to lead on Inclusion and field any questions?
- Have you considered how you might support disabled people to become part of your workforce; to be on the Event Organising Team or to volunteer on the day?

Feedback

- Can you get feedback from disabled participants at the event about how you could support them in the future?
- Do you have a feedback or comments box for spectators to tell you about their experience on the day and any barriers faced?

For more information about including disabled people within your club's activities, including useful guidance and template documents, download the Disability Gymnastics Guide from the Gymnastics for All (GfA) Resource Centre in GymNET or contact:

participation@british-gymnastics.org

Appendices

Appendix 1 – Event roles.....	Pg. 12
Appendix 2– TeamGym templates.....	Pg. 14
Appendix 3 – Aerobics templates.....	Pg. 20
Appendix 4 – Adult Gymnastics templates.....	Pg. 25
Appendix 5 – Freestyle Gymnastics templates.....	Pg. 30
Appendix 6 – Festival Gymnastics templates.....	Pg. 37

Appendix 1: Event roles

The list below includes some of the key roles that you might need to deliver your event:

Event Manager – This person directs the event and passes instructions to the Floor Manager to ensure the gymnasts are ready at the correct times and the event schedule is followed. They may also instruct the lighting and music steward and the announcer to ensure they are keeping the event to time and the correct lighting is used and music is played for each team.

Volunteer Co-ordinator - This person helps to oversee the volunteers on the day of the event. They will be a point of contact if the volunteers have queries.

Floor Manager (Front of House) - This person co-ordinates the movements within the performance area and they should ensure that everyone follows the schedule of the event and a smooth transition between teams is maintained.

Floor Manager (Back of House) - This person ensures each group is ready to enter the performance arena (PA) on time. If there is a separate warm-up area, this person will liaise with the warm-up area Marshals.

Warm-up area Marshal - This person supervises the warm-up and preparation. Depending on the number of teams, the Event Organising Team may set warm-up times for each team, reflecting the running order of the event.

Door Marshals - This person supervises the front of the venue keeping count of the amount of people inside. This is also a great role to meet new people, talk to the spectators and a chance to enjoy the atmosphere and spirit of the event.

VIP Liaison - This person will be the point of contact for the VIPs. They will meet all VIPs, show them to their seats and provide them with refreshments and a programme. They should also arrange for the VIPs who are participating in a presentation ceremony to be in place in good time for the Floor Manager to brief them on their task.

Registration Assistant - This role involves the registration of the teams on their arrival and providing them with all the relevant details of the day, taking the teams' music, checking the information on each CD is accurate and clear, and handing out any relevant competition identification.

Stewards - The role of a Steward involves ensuring that only correctly accredited people have access to designated areas and to ensure the spectator area is safe for evacuation if necessary. Depending on provision by the venue host, additional Stewards may be required to act as Spectator Stewards. They will be responsible for the health and safety of spectators, e.g. ensuring passageways are free from obstruction.

Announcer - This is one of the most important jobs in creating a successful event on the day. The communication of information to the audience and teams prior to and during the event is vital. The announcer should have a clear voice, be enthusiastic and confident. They should be able to relate to the participants and spectators adding to the atmosphere at the event.

Music Operator - The Music Steward co-ordinates all the music throughout the event, with background music prior to the introductions and for each team's performance. This person should have all the teams' performance music ready in order of their performance to make the day run smoothly.

Event Welfare Officer - This person will attend meetings of the Event Organising Team to ensure policy and procedures are effectively implemented and maintained. On the day of the event, they will be on hand to deal with any Welfare issues.

Timekeeper - Where teams are restricted by time, e.g. a 10 minute performance, the Timekeeper should be used to monitor the duration of performances so that the whole event does not run over time.

Apparatus Stewards – These people are responsible for moving and lifting apparatus on and off the floor area. They also ensure that the apparatus is ready for the next teams that are due to perform and have a list of the apparatus each team needs in preparation.

Appendix 2: TeamGym templates

TeamGym has been identified as a focus work area for Gymnastics for All as it contributes to the participation motivations highlighted within the Participant Model for Gymnastics, demonstrating its ability to grow participation through retaining members and reducing drop-out. The development of participation, display and competitive opportunities for the TeamGym audience will help to enthuse and motivate the British Gymnastics community to stay engaged and be retained within the sport.

A standardised entry level competition format has been produced, providing relevant and accessible competitive opportunities for all. The rules developed align to the existing national TeamGym competition framework and aim to create regular competitive opportunities at local level.

Level 2 BG coaches with qualifications in GG, MAG, TG, TUM and WAG are all eligible to deliver TeamGym sessions within their clubs and can take gymnasts to the TeamGym L6 and L5 competitions (using only those skills within their syllabi), these can be found by registering for TeamGym as a GfA activity via GymNET.

Event information pack

Using the guide below you can create an event information pack to provide information prior to the day.

Things to include within the Team Information Pack are;

- Date
- Venue
- Event name
- Main point of contact
- Event programme
- Equipment available
- Insurance
- Award categories
- Coaches information
- Ticket information
- Music
- Event venue (map)
- Medical and welfare procedure

Example TeamGym competition information pack

Thank you for choosing to take part in our TeamGym event, we hope you have a fun and enjoyable experience at the event. We have created an Event Information Pack which should provide you with all the details you need to know. All information that will be confirmed nearer the time, such as the running order, will be sent directly to you via the email you have provided us with on your entry form.

Event Date <insert date>

Event Venue <insert full event address>

Event Name <insert name>

Event Contact Information

The main point of contact for the event is:

<insert name/role>

<insert contact number/email>

Outline Event Programme

Activity	Time
Registration	
General warm-up	
Competition begins	
Competition ends	

A further event programme will be sent to you by <insert date> detailing the event running order.

Equipment

Please find below, a list of equipment that will be provided:

- Floor area <insert surface> <insert dimensions>
- Trampoline/springboard <insert make/model>
- Vault/table top <insert model> <insert dimensions>
- Tumble area <insert surface> <insert dimensions>

Insurance

All gymnasts taking part must be:

- representing a British Gymnastics affiliated partner
- a member of British Gymnastics, where applicable
- accompanied and accounted for at all times by British Gymnastics coaches/club officials

Award Categories

Teams will be awarded within the following categories:

- <insert age categories / ability levels>

Coaches

All coaches must be members of British Gymnastics and the coach in charge of the team must hold a coaching qualification at Level 2 as a minimum.

The coach attending the event must be qualified to coach the level of the skills being performed.

Spectator Tickets

Tickets will be available from <insert location> <insert date>

Tickets will cost <insert cost>

Music

Organisers will require 2 copies of the music on different CD's that are clearly labelled. All music used at the event should be made known to the organisers by <insert closing date>

Sent directly to <insert name/role>

<insert contact address/email>

Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible. This can be done online through www.ppluk.com

Event Venue

Please find enclosed a map of the venue. It identifies the changing rooms, warm-up spaces, where the spectators will be sitting and also where the emergency exits are and First Aid points are located. Please familiarise yourself with these details.

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

<insert name/role>

<insert contact number/email>

Medical and Welfare

A trained Welfare Officer will be present at all times during the event and First Aid provision will be provided. Details of the Welfare Officer will be provided at the coaches briefing on the day of the event.



Example TeamGym competition schedule

Time	Activity
9.45am	Doors and registration open
10.00am	Registration closes
10.15am	General warm-up, coaches briefing and judges meeting
10.25am	Apparatus warm-up
10.45am	March in
10.50am	Rotation 1
11.20am	Rotation 2
11.50am	Rotation 3
12.20am	End of competition and march out
12.30am	Presentations
1pm	Depart

Appendix 3: Aerobics templates

The Introductory Aerobic Code (IAC) sits underneath the Regional Aerobic Code (RAC) and underpins the discipline. It is targeted at 11+ participants and incorporates flexibility, strength and fitness, as well as, skill development and the opportunity to dance, display and socialise.

Any BG level 1 coach (except Pre School) can deliver the activity in any BG recognised environment.

However, there must be a BG level 2 coach in attendance at every competition.

Participants compete in teams of 3-6 within two age groups: under 10 and over 11. There are four levels of competition and teams must perform a compulsory routine, with the option of competing a voluntary routine too. For more information, please refer to our competition handbook, available on GymNET.

Event information pack

Using the guide below you can create an event information pack to provide information prior to the day.

Things to include within the Event Information Pack are:

- Date
- Venue
- Event name
- Entry closing date
- Main point of contact
- Event programme
- Equipment available
- Insurance
- Award categories
- Coaches information
- Spectator information
- Music
- Event venue (map)
- Medical and welfare procedure

Example Aerobics information pack

Thank you for choosing to take part in our event, we hope you have a fun and enjoyable experience at the competition. We have created an Event Information Pack which should provide you with all the details you need to know. All information that will be confirmed nearer the time, such as the running order, will be sent directly to you via the email you have provided us with your entry form.

Event date: <insert date>

Event venue: <insert full event address>

Event name: <insert name>

Entry closing date: <insert date>

Event Contact Information

The main point of contact for the event is:

<insert name/role>

<insert contact number/email>

Event Programme

Activity	Time
Registration	
General warm-up	
Competition begins	
Competition ends	

A further event programme will be sent to you by <insert date> detailing the event running order.

Equipment

Please find below the performance area that will be provided:

- Floor area: <insert surface>, <insert dimensions>

Insurance

All gymnasts taking part must be:

- representing a British Gymnastics affiliated partner
- a member of British Gymnastics, where applicable
- accompanied and accounted for at all times by British Gymnastics coaches/club officials

Award Categories

Teams will be awarded within the following categories:

- Under 10
- 11+

Medals will be awarded for the top 3 compulsory and voluntary routines as appropriate.

Coaches Information

All coaches must be members of British Gymnastics and the coach in charge of the team must hold a coaching qualification at Level 2 in any discipline (except Pre School) as a minimum.

Spectator Tickets

Tickets will be available <insert date/location>

Tickets will cost <insert cost>

Music

Teams may only use music approved by British Gymnastics. The pieces of music used by each team must be made known to the event organiser at the submission of entry.

Music is available to download through GymNET.

Event Venue

Please find enclosed a map of the venue. It identifies where the <changing rooms, toilets, warm-up spaces, competition spaces, spectator seating, emergency exits and first aid points are located>. Please familiarise yourself with these details.

<insert map>

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

<insert name/role>

<insert contact number/email>

Medical and Welfare

A trained Welfare Officer will be present at all times during the event and first aid provision will be provided. Details of the Welfare Officer will be provided at the coaches briefing on the day of the event.

We look forward to welcoming you to our Introductory Aerobic Code Competition.

Example Aerobics entry form

Below is an event entry form which can be sent out via email or post:

Name of competition:						
Date:						
Venue:						
Closing date:						
Name of club/leisure centre:						
Coach in charge (min. L2):						
Nominated judge:						
Contact email:						
Telephone contact:						
Entry fee <per team/per participant>:						
Number of <gymnasts/teams>:						
Team name:	Name of gymnasts:	Age group: U11 / 11+:	Compulsory music track:	Voluntary music track:	BG membership number:	Individual needs:
Total entry fee:						
Additional information:						

Example Aerobics event schedule

Time	
08.45	Doors open
09.00	Registration closes
09.15	General warm-up
09.25	Routine warm-up
09.40	Compulsory routine competition
10.10	Voluntary routine competition
10.40	End of competition
10.50	Presentation
11:00	Depart

Appendix 4: Adult Gymnastics templates

Many clubs with well-established adult sessions run successful events for their adult participants to showcase their skills. This is a great starting point for those adults who have never competed or performed before and helps create a network of participants, before progressing to national events such as GymFusion or the Adult Gymnastics British Championships. It is recommended that events are relaxed, sociable and open to all abilities and ages.

For more detailed information regarding adult gymnastics opportunities please download our Adult Gymnastics Support Guide via the Gymnastics for All (GfA) Resource Centre in GymNET or contact:

participation@british-gymnastics.org

Event information pack

Using the guide below you can create an event information pack to provide information prior to the day.

Things to include within the Team Information Pack are;

- Date
- Venue
- Event name
- Main point of contact
- Event programme
- Equipment available
- Insurance
- Award categories
- Coaches information
- Ticket information
- Music
- Event venue (map)
- Medical and welfare procedure

Example Adult Gymnastics event information pack

Thank you for choosing to take part in our Adult Gymnastics event, we hope you have a fun and enjoyable experience. We have created an Event Information Pack which should provide you with all the details you need to know. All information that will be confirmed nearer the time, such as the running order, will be sent directly to you via the email you have provided us with on your entry form.

Event Date <insert date>

Event Venue <insert full event address>

Event Name <insert name>

Event Contact Information

The main point of contact for the event is:

<insert name/role>

<insert contact number/email>

Outline Event Programme

Activity	Time
Registration	
General warm-up	
Competition begins	
Competition ends	
Social event	

A further event programme will be sent to you by <insert date> detailing the event running order.

Equipment

Please find below, a list of equipment that will be provided:

- Floor area <insert surface> <insert dimensions>
- Vault/table top <insert model> <insert dimensions>
- Trampoline <insert model> <insert dimensions>
- Tumble area <insert surface> <insert dimensions>
- Ceiling height <insert measurement>
- Men's Artistic apparatus <insert make/model> <insert dimensions>
- Women's Artistic apparatus <insert make/model> <insert dimensions>
- <Other>

Insurance

All gymnasts taking part must be:

- representing a British Gymnastics affiliated partner
- a member of British Gymnastics, where applicable
- accompanied and accounted for at all times by British Gymnastics coaches/club officials

Award Categories

Gymnasts will be awarded within the following categories:

- <insert age categories/ability levels>

Coaches

All coaches must be members of British Gymnastics and the coach in charge of the team must hold a coaching qualification at Level 2 as a minimum.

The coach attending the event must be qualified to coach the level of the skills being performed.

Spectator Tickets

Tickets will be available from <insert location> <insert date>

Tickets will cost <insert cost>

Music

Organisers will require 2 copies of the music on different CD's that are clearly labelled. All music used at the event should be made known to the organisers by <insert closing date>

Sent directly to <insert name/role>

<insert contact address/email>

Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible. This can be done online through www.ppluk.com

Event Venue

Please find enclosed a map of the venue. It identifies the changing rooms, warm-up spaces, where the spectators will be sitting and also where the emergency exits are and First Aid points are located. Please familiarise yourself with these details.

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

<insert name/role>

<insert contact number/email>

Medical and Welfare

A trained Welfare Officer will be present at all times during the event and First Aid provision will be provided. Details of the Welfare Officer will be provided at the coaches briefing on the day of the event.

We look forward to welcoming you to our Adult Gymnastics event.

Example Adult Gymnastics event entry form

Below is an event entry form which can be sent out via email or post:

Name of event:				
Date of event:				
Name of club/leisure centre:				
Name of coach in charge (min. L2):				
Name of nominated judge:				
Email address:				
Contact number:				
Entry fee <per team/per gymnast>:				
Number of <gymnasts/teams>:				
Gymnast names:	Discipline, competition level and age category:	Gymnast date of birth:	BG membership number:	Individual needs (if applicable):
Total entry fee =				
Additional information:				

Example Adult Gymnastics event schedule

Time	Activity
9.45am	Doors and registration open
10.00am	Registration closes
10.15am	General warm-up, coaches briefing and judges meeting
10.30am	Apparatus warm-up
11am	March in
11.05am	Rotation 1
11.30am	Rotation 2
11.55am	Rotation 3
12.20pm	Rotation 4
12.45pm	Rotation 5
1.10pm	Rotation 6
1.35pm	End of competition and march out
1.45pm	Presentations
2.30pm	Social event (optional)

Appendix 5 : Freestyle Gymnastics templates

Freestyle Gymnastics enables participants the opportunity to try new things and experience gymnastics in completely different way. It provides a platform to try new tricks and learn skills which the freestylers can put their own spin on. It is targeted at 11+ male participants, however, is becoming increasingly popular with under 11 and female participants.

BG coaches must have attended a Freestyle add-on module in order to deliver the activity. There must be a Freestyle level 2 or 3 coach in attendance at every competition dependant on the level of skills performed.

Freestyle events can be run in a variety of ways:

- Freestyle obstacle course – timed course runs with participants awarded for the fastest and most creative runs
- Trick off – participants perform tricks of ascending difficulty until a winner is crowned
- Team display – participants perform a Freestyle display routine to music

Event Information Pack

Using the guide below you can create an event information pack to provide information prior to the day.

Things to include within the Team Information Pack are:

- Date
- Venue
- Event name
- Entry closing date
- Main point of contact
- Event programme
- Equipment available
- Insurance
- Award categories
- Coaches information
- Spectator information
- Music
- Event venue (map)
- Medical and welfare procedure

Example Freestyle Information Pack

Thank you for choosing to take part in our event, we hope you have a fun and enjoyable experience at the event. We have created an Event Information Pack which should provide you with all the details you need to know. All information that will be confirmed nearer the time, such as the running order, will be sent directly to you via the email you have provided us with your entry form.

Event date: <insert date>

Event venue: <insert full event address>

Event name: <insert name>

Entry closing date: <insert date>

Event Contact Information

The main point of contact for the event is:

<insert name/role>

<insert contact number/email>

Outline Event Programme

Activity	Time
Registration	
General Warm Up	
Event Begins	
Event due to end	

A further event programme will be sent to you by <insert date> detailing the event running order.

Equipment

Please find below, a list of equipment that will be provided:

- <Matted floor area>
- <2 x trampettes>
- <2 x springboards>
- <5 x safety mats>

Insurance

All gymnasts taking part must be:

- representing a British Gymnastics affiliated partner
- a member of British Gymnastics, where applicable
- accompanied and accounted for at all times by British Gymnastics coaches/club officials

Award Categories

Teams will be awarded within the following categories:

- <insert age categories / ability levels>

Coaches Information

All coaches must be members of British Gymnastics and the coach in charge of the participants must hold a coaching qualification at Freestyle Level 2 as a minimum. The coach attending the event must be qualified to coach the level of the skills being performed.

Spectator Tickets

Tickets will go on sale on <insert date>

Purchased from <insert name/venue/contact details>

Tickets will cost <insert cost>

Music <only necessary if the team is performing a display>

Organisers will require a copy of the music to be emailed to the competition organiser in MP3 format. All music used at the event should be made known to the organisers by <insert closing date>. Coaches should also carry a back-up CD

Sent directly to <insert name/role>

<insert contact address/email>

Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible this can be done online through www.ppluk.com

Event Venue

Please find enclosed a map of the venue. It identifies where the <changing rooms, toilets, warm-up spaces, competition spaces, spectator seating, emergency exits and first aid points are located>. Please familiarise yourself with these details.

<insert map>

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

<insert name/role>

<insert contact number/email>

Medical and Welfare

A trained Welfare Officer will be present at all times during the event and First Aid provision will be provided. Details of the Welfare Officer will be provided at the Coaches briefing on the day of the event.

We look forward to welcoming you to our Gymnastics Event.

Freestyle Entry Form

Below is an event entry form which can be sent out via email or post

Name of event:					
Date:					
Venue:					
Closing date:					
Name of club/leisure centre:					
Coach in charge (min. L2):					
Nominated judge:					
Contact email:					
Telephone contact:					
Entry fee <per team/per participant>:					
Number of <gymnasts/teams>:					
Team name:	Name of gymnast:	Age group: <insert age groups/ability level>	BG membership number:	Individual needs:	
Total entry fee:					
Additional information:					

Example Freestyle schedules

Display

Time	Activity
10:00	Arrival of Event Organising Team and volunteers
10:15 – 10:30	Information briefing to volunteers
10:30 – 11:30	Equipment and venue set-up
11:30 – 11:45	Registration of all teams
11:50	Information briefing to coaches
12:00 – 12:15	Warm up
12:15	Venue opens to spectators
12:30	Teams in warm up/holding areas
12:30 – 12:35	EVENT STARTS – Intro
12:35 – 12:40	Team 1 performs
12:40 – 12:45	Team 2 Performs
12:45 – 12:50	Team 3 performs
12:50 – 12:55	Team 4 performs
13:00 – 13:05	Team 5 performs
13:05 – 13:10	Team 6 performs
13:10 – 13:15	Team 7 performs
13:15 – 13:20	Team 8 performs
13:20 – 13:25	EVENT ENDS – closing speech
13:45	Venue clear of spectators
14:00	All participants and coaches have left the venue
14:00-14:30	Venue cleaned and tidied

Trick Off

Time	Activity
08.45	Doors open
09.00	Registration closes
09.15	Warm up
09.25	Round 1 trick off <insert skill>
09.35	Round 2 trick off <insert skill>
09:45	Round 3 trick off <insert skill>
09:55	Round 4 trick off <insert skill>
10:05	Round 5 trick off <insert skill>
10:15	Round 6 trick off <insert skill>
10:25	Round 7 trick off <insert skill>
10:35	Round 8 trick off <insert skill>
10:45	Round 9 trick off <insert skill>
10:55	Round 10 trick off <insert skill>
11:10	Presentation
11.20	End of event

Freestyle Obstacle Course

Time	Activity
08.45	Doors open
09.00	Registration closes
09.15	Warm up
09.25	Run 1
09.45	Run 2
10:05	Run 3
10:30	Presentation
10.40	End of event

Appendix 6: Festival Gymnastics Templates

Festivals have been a popular strand of gymnastics since the 1930's. British Gymnastics has recognised the potential Festival gymnastics has as a participant opportunity within its own right. Festival gymnastics sit within the Gymnastics for All programme and are a great way of keeping participants engaged in gymnastics through offering a fun, social and non-competitive opportunity. Festivals are open to all and are a great way for gymnasts to continue taking part in gymnastics without the pressure of competition

Event Information Pack

Using the guide below you can create an event information pack to provide information prior to the day.

Things to include within the Team Information Pack are:

- Date
- Venue
- Event name
- Entry closing date
- Main point of contact
- Event programme
- Equipment available
- Insurance
- Award categories
- Coaches information
- Spectator information
- Music
- Event venue (map)
- Medical and welfare procedure

Example Festival Information Pack

Thank you for choosing to take part in our event, we hope you have a fun and enjoyable experience at the event. We have created an Event Information Pack which should provide you with all the details you need to know. All information that will be confirmed nearer the time, such as the running order, will be sent directly to you via the email you have provided us with your entry form.

Event date: <insert date>

Event venue: <insert full event address>

Event name: <insert name>

Entry closing date: <insert date>

Event Contact Information

The main point of contact for the event is:

<insert name/role>

<insert contact number/email>

Outline Event Programme

Activity	Time
Registration	
General Warm Up	
Event Begins	
Event due to end	

A further event programme will be sent to you by <insert date> detailing the event running order.

Equipment

Please find below, a list of equipment that will be provided, if you require any extra equipment this will need to be provided and transported by you/your team:

- Sprung floor area
- 1 x Trampoline
- 1 x Springboard
- Landing Mats

If additional equipment is brought to the event, the coach in charge of each team is responsible for that equipment, the set up and any risk assessments that should be in place. If you wish to bring additional equipment, please contact <insert contact> by <insert date>

Insurance

All gymnasts taking part must be:

- representing a British Gymnastics affiliated partner
- a member of British Gymnastics, where applicable
- accompanied and accounted for at all times by British Gymnastics coaches/club officials

Coaches Information

All coaches must be members of British Gymnastics and the coach in charge of the participants must hold a coaching at level 2 as a minimum . The coach attending the event must be qualified to coach the level of the skills being performed.

Spectator Tickets

Tickets will go on sale on <insert date>

Purchased from <insert name/venue/contact details>

Tickets will cost <insert cost>

Music

Organisers will require a copy of the music to be emailed to the event organiser in MP3 format. All music used at the event should be made known to the organisers by <insert closing date>. Coaches should also carry a back-up CD

Sent directly to <insert name/role>

<insert contact address/email>

Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible this can be done online through www.ppluk.com

Event Venue

Please find enclosed a map of the venue. It identifies where the <changing rooms, toilets, warm-up spaces, competition spaces, spectator seating, emergency exits and first aid points are located>. Please familiarise yourself with these details.

<insert map>

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

<insert name/role>

<insert contact number/email>

Medical and Welfare

A trained Welfare Officer will be present at all times during the event and First Aid provision will be provided. Details of the Welfare Officer will be provided at the Coaches briefing on the day of the event.

We look forward to welcoming you to our Gymnastics Event.

Example Festival entry form

Name of event:					
Date:					
Venue:					
Closing date:					
Name of club/leisure centre:					
Coach in charge (min. L2):					
Contact email:					
Telephone contact:					
Entry fee <per team/per participant>:					
Number of <gymnasts/teams>:					
Team name:	Name of gymnast:	Age group: <insert age groups/ability level>	BG membership number:	Individual needs:	
Total entry fee:					
Additional information:					

Example Festival Schedule

Time	Activity
10am	Arrival of Event Organising Team and volunteers
10:15 – 10:30	Information briefing to volunteers
10:30 – 12:00	Equipment and Venue set-up
12:00 – 12:30	LUNCH - Organising Team and volunteers
12:30 – 13:00	Registration of all teams
13:00	Information briefing to coaches
13:15 – 14:00	Warm up
14:00	Venue opens to spectators
14:15	Teams in warm up/holding areas
14:30pm – 14:35	EVENT STARTS – Intro
14:35pm – 14:40pm	Team 1 performs
14:40pm – 14:45pm	Team 2 Performs
14:45pm – 14:50pm	Team 3 performs
14:50pm – 14:55pm	Team 4 performs
15:00pm – 15:05pm	Team 5 performs
15:05pm – 15:10pm	Team 6 performs
15:10pm – 15:15pm	Team 7 performs
15:15pm – 15:20pm	Team 8 performs
15:25pm – 15:30pm	EVENT ENDS – closing speech
15:45pm	Venue clear of spectators
16:30pm	All participants and coaches have left the venue
16:30pm-17:30pm	Venue cleaned and tidied

8. Templates

These tools will help you to effectively plan and manage your event:

Template 1 – Example event schedule

Template 2 – Example Gantt chart

Template 3- Event finance sheet

Template 4 – Example event information pack

Template 5 – Example Event entry form

Template 6 – Example letter of thanks to volunteers

Template 7– Example risk assessment

Example event schedule

Competition

Round 1	
8.45am	Doors open
9.00am	Registration closes
9.15am	Warm up
9.25	March to apparatus
9.30	Rotation 1
10.00am	Rotation 2
10.30am	End of competition
10.40am	Presentation
11.00am	End of competition

Event Gantt chart

Task	W/C	The Event												
Pre event	■													
1 Confirm date	■													
2 Prepare budget	■	■												
3 Confirm Venue		■												
4 Event committee meeting	■		■		■		■		■		■	■		
5 Confirm apparatus and sound		■												
6 Confirm medical arrangements		■												
7 Create Event Information Pack		■												
8 Send Entry forms out			■											
9 Marketing and posters			■											
10 Source volunteers for the day			■											
11 Invite VIPS			■											
12 Confirm Announcer		■	■											
13 Organise catering/ refreshments					■									
14 Entry closing date								■						
15 Order awards and certificates									■					
16 Confirm programme and circulate to participating leisure centres and volunteers										■				
17 Write brief notes – coaches,											■			

Event Finance

Here is an example of how your finance sheet might look; there is a blank one on the following page for you to adjust to your own event. Please consider VAT where necessary throughout your budget as this can have a major impact on your final values.

EXPENDITURE 'A' ACTUAL	ESTIMATED	ACTUAL
Venue costs	250.00	200.00
Certificates/Rewards	40.00	35.00
Apparatus	0.00	0.00
Sound system	150.00	50.00
T-Shirts	150.00	90.0
Programme	100.00	100.00
Postage	20.00	25.00
Telephone	50.00	40.00
Stationery	20.00	20.00
Medical cover	100.00	150.00
Insurance	200.00	150.00
Artwork	100.00	55.00
Advertising	50.00	50.00
Catering	250.00	280.00
Volunteers' expenses	100.00	120.00
Travel expenses	100.00	95.00
Accommodation	150.00	180.00
Total	1830	1640
INCOME 'B'		
Entry fees	15.00 per team est 20 = 300	240.00
Programme sales	5.00 per programme = 625.00	900.00
Ticket sales	5.00 per person est x250 = 1250.00	1100.00
Sponsorship	100.00	100.00
Advertising	50.00	50.00
Donations	100.00	100.00
Merchandise sales	200.00	150.00
Total	2625	2640
GRAND TOTAL A-B		
Profit/loss	795	1000

Event Information Pack

Using the guide below you can create an event information pack to provide information prior to the day.

Things to include within the Team Information Pack are;

- Date
- Venue
- Event name
- Main point of contact
- Event Programme
- Equipment available
- Insurance
- Performance slots/approximate timings
- Participant requirements
- Coaches Information
- Ticket information
- Music
- Event venue (map)
- Medical and Welfare procedure

Example Event Information Pack

Thank you for choosing to take part in our event, we hope you have a fun and enjoyable experience at the event. We have created an Event Information Pack which should provide you with all the details you need to know. All information that will be confirmed nearer the time, such as the running order, will be sent directly to you via the email you have provided us with your entry form.

Event Date <insert date>

Event Venue <insert full event address>

Event Name <insert name>

Event Contact Information

The main point of contact for the event is:

<insert name/role>

<insert contact number/email>

Outline Event Programme

Activity	Time
Registration	
General Warm Up	
Event Begins	
Event due to end	

A further event programme will be sent to you by <insert date> detailing the event running order.

Equipment

Please find below, a list of equipment that will be provided:

- <Matted floor area>
- <2 x Trampettes>
- <2 x Springboards>
- <1 x Trampoline>

Insurance

All gymnasts taking part must be a minimum of BG Bronze membership or be a member of a BG affiliated Leisure centres and must be accompanied and accounted for at all times by BG coaches/Club Officials.

Coaches

All coaches must be members of British Gymnastics and the Coach in charge of the team must hold a coaching qualification at Level 2 as a minimum.

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 level of the skills being performed.

Spectator Tickets

Tickets will go on sale on <insert date>

Purchased from <insert name/venue/contact details>

Tickets will cost <insert cost>

Music

Organisers will require 2 copies of the music on different CD's that are clearly labelled. All music used at the event should be made known to the organisers by <insert closing date>

Sent directly to <insert name/role>

<insert contact address/email>

Please be aware of the stipulations placed on the event by PPL and ensure you check whether your music is eligible this can be done online through www.ppluk.com

Event Venue

Please find enclosed a map of the venue. It identifies the changing rooms, warm-up spaces, where the spectators will be sitting and also where the emergency exits are and First Aid points are located. Please familiarise yourself with these details.

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

<insert name/role>

<insert contact number/email>

Medical and Welfare

A trained Welfare Officer will be present at all times during the event and First Aid provision will be provided. Details of the Welfare Officer will be provided at the Coaches briefing on the day of the event.

We look forward to welcoming you to our Gymnastics Event.

Letter of thanks to Volunteers

Below is a sample letter any items identified in the following way <> can be altered to match your requirements.

Dear <Volunteer>

Thank you for making our event a huge success, without the work of volunteers we would be unable to run such events and we wanted to show our appreciation for the effort you put in.

The main aim of the event was to < > and with the help of volunteers we feel we achieved this aim.

We hoped you enjoyed your day as much as we did and I would like to say a big thank you for all your hard work and I hope we can work together again in the future.

Kind Regards,

.....

On behalf of the Event Organising Team

Risk Assessment

A risk assessment should be completed in advance of your event and then signed off on the day to ensure that everything is in place to reduce the likelihood and impact of the risk associated with your event

Risk Assessment Number:		Date Of Assessment:		Additional Information Check sheet/Risk assessments required.								
Task / Work Activity / Work Area Assessed:		Assessment carried by:		Substances Hazardous To Health: <input type="checkbox"/> Manual Handling: <input type="checkbox"/> Display Screen Equipment: <input type="checkbox"/> New And Expectant Mothers: <input type="checkbox"/> Young Persons: <input type="checkbox"/>								
Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	13-25	5-12	1-4
Persons affected by the Activity		Identified Hazards		Control Measures Already in Place			Outcome	Likelihood	Risk Rating	Is further action required Yes/No		

RISKASSESSMENT FORM Co

Further Control Measures		Further Control Measures Follow up		
		Allocated to (Name)	Target date	Date completed
Risk Assessment Reviews				
Suggested Review Date: (either after significant changes, completed actions or annually)				
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:		
Date:		Date:		
Comments:		Comments:		
Next Suggested Review Date:		Next Suggested Review Date:		
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:		
Date:		Date:		
Comments:		Comments:		
Next Suggested Review Date:		Next Suggested Review Date:		



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