

# **GYMSTARS**

---

★ ★ ★ FESTIVAL 2020 ★ ★ ★

## **Event Information Pack**

**Sunday 23<sup>rd</sup> February 2020**

**Comber Leisure Centre**

**15 Castle Street, Comber, BT23 5DY**

This pack includes all the information necessary to support you with your entry into the GYMSTARS FESTIVAL 2018 event. Any details that need confirming nearer the time will be sent directly to you via email after the closing date for entries.

#### Event Details Summary

??What is the GYMSTARS FESTIVAL?	Page 3
??Date	Page 3
??Venue	Page 3
??Entries	Page 3
??Spectators	Page 4

#### Performer/Team Information

??Equipment	Page 4
??Performance Time	Page 4
??Music	Page 4
??Team Information Sheet	Page 4
??Dress Code	Page 4
??Warm-Up	Page 5
??Gymnast Seating	Page 5
??Arrival Details	Page 5
??Travel & Transport	Page 5
??Accommodation	Page 5
??Refreshments and Merchandise	Page 5
??Photography	Page 6

#### Participant Entries

??Opening date for entries	Page 6
??Closing date for entries	Page 6
??Entry Fee	Page 6
??Entry Details	Page 6
??Participants	Page 6
??Participant Membership and Insurance	Page 6
??Coaches	Page 6
??Medical	Page 7

#### Spectator Information

??Seating	Page 8
??Ticket Sales	Page 8
??Ticket Prices	Page 8
??Parking	Page 8
??Travel & Transport	Page 8
??Refreshments & Merchandise	Page 8
??Photography	Page 8

Terms & Conditions	Page 9
--------------------	--------

## **1. Event Details Summary**

### **What is the GYMSTARS FESTIVAL?**

GYMSTARS FESTIVAL is a gymnastics festival offered in Northern Ireland. We hope to showcase many of NI's talented gymnasts in a fun and friendly event. We encourage gymnasts from different abilities, disciplines and ages to come together to put on a fab show which will not only wow the audience but leave each and every gymnast who takes part with great memories that they will treasure for many years to come.

### **Date:**

Sunday 23<sup>rd</sup> February 2020.

### **Venue:**

Comber Leisure Centre, 15 Castle Street, Comber BT23 5DY

### **Entries:**

**Entry fee\* is £10 per gymnast**

**\*Please note; this includes a gift.**

All entries should be sent via bank transfer (club name as reference) & email to:

A/c 30029009

s/c 950281

[thegymnasticsacademy@hotmail.co.uk](mailto:thegymnasticsacademy@hotmail.co.uk)

Please see 'team entry' sheet attached, this should be returned and payment made in full. Please note; Once team entry sheet is returned fees must be paid in full whether your team participate or not.

**Entries close: Friday 31<sup>st</sup> January 2020**

### **Spectators:**

Spectators can pay at the door on arrival and will be issued with wristbands which they must show each time they enter into the hall. The venue seats 200 spectators, any additional spectators will be allowed to stand, please note full spectator entry fees still apply.

**Ticket prices on the day:**

**Adults £5**

**Children (U16) £3**

## **2. Performer / Team Information**

### **Equipment:**

The performance area will be 12mx12m and will be made up with judo mats. Seating will surround the floor in a 'U' shape; please be conscious of this when developing your routines and ensure that performers do not leave the set area. A floor plan of the set up has been attached.

No other equipment will be provided by The Gymnastics Academy. If a team requires any further equipment it is the responsibility of the team to transport this equipment and carry out a full equipment check and risk assessment. Please inform us via the team entry sheet if you will be bringing any of your own equipment (including large props) to the event.

The bringing of additional equipment must be pre-arranged, please do not turn up with it on the day as we will not be able to accommodate you. Those bringing equipment will be contacted closer to the event to arrange drop off/collection of equipment. Please also be aware that there will be no access to equipment prior to your performance.

### **Performance Time:**

Performance slots (routines) are between 2 – 6 minutes. This must be adhered to.

If you require a longer time slot please contact the organiser. We will do our best to accommodate your request but can't guarantee a longer slot will be available therefore please contact us sooner rather than later.

### **Music:**

Music choice is optional and may contain vocals. We will provide a speaker for music to be played through; this should be on an ipod, mp3 player, laptop etc. We do not have the facility to play CDs. It will be the responsibility of each team to play their own music. Please be aware that your device must have an aux port.

### **Team Entry Sheet:**

The team entry sheet (Appendix 1) must be fully completed and returned to the event organiser via email [thegymnasticsacademy](mailto:thegymnasticsacademy) by Friday 31<sup>st</sup> January 2020. Please send it across sooner if possible. Late entries will not be accepted.

### **Dress Code:**

We encourage teams to be creative with their outfits as this really adds to the performance and makes the show more spectacular. However coaches and participants are requested to dress with safety in mind and ensure all jewellery is removed.

**Warm Up:**

Teams will be allocated rooms on arrival. Please note we only have facilities for the gymnasts and coaches allocated on the Team entry sheet as this is not a big venue and we only have 1 additional function room. Each room will be shared with other clubs so please make sure you keep your area clean and tidy. General warm ups should take place with your coaches in your designated room, as there will be no mats, it is strictly a general warm-up and NO GYMNASTICS SKILLS should be performed. Please try to keep warm whilst waiting to be called for your performance slot. Please note that there will be no option to warm up on the performance floor; however we will be offering a chance to have a 'floor orientation' to see the auditorium layout and practice basic skills. This will not be a performance run through and will be a short time slot. Please note that spectators will be in the hall at this time.

**Gymnast Seating:**

We advise that all teams remain in their designated room to ensure they do not miss their performance slot. Teams will be called by a member of our team approximately 5minutes prior to their performance time.

**Arrival Details:**

Entry to the venue for gymnasts and coaches will be accessible via the main entrance of Comber Leisure Centre. Please arrive at the correct registration time for the performance session all coaches and gymnasts in your team should register at the same time. Parents/guardians will not be permitted entrance past the Team registration area. Each team will be allocated a room where they will be expected to store all bags and remain during the event.

**Performance Session – 2pm – 4pm  
(please note; there will be a 10minute interval)**

Please note that due to Health and Safety and Fire regulations we cannot permit large groups of gymnasts blocking entrances and taking up large spaces when having makeup applied and hair styled on arrival. Parents will not be allowed passed the Team Registration Area to assist with costume preparation. This should be done before arriving at Comber Leisure Centre or in your allocated dressing room by the coaches registered to supervise your Team on the day

**Transport and Travel:**

Please visit the following link for a map to Comber Leisure Centre.

[Comber Leisure Centre Directions](#)

**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. The form can be found at [www.british-gymnastics.org](http://www.british-gymnastics.org) under events and travel. If you would like us to recommend hotels etc close to Comber please contact us on 07706228503.

**Refreshments:**

The Gymnastics Academy will provide light refreshments including tea/coffee, dilutant drinks, buns and snacks. All proceeds will go towards club fundraising. Alternatively there are vending machines in the reception area.

**Photography:**

By entering / attending the event all coaches, participants and spectators consent to being filmed/photographed at the event. Please notify Victoria Dowson, 07706228503 or [thegymnasticsacademy@hotmail.co.uk](mailto:thegymnasticsacademy@hotmail.co.uk) if this causes any problems for any members of your team. Thomas Anderson will be in attendance to take photos which can be purchased on the day or online.

**2. Participant Entries****Closing date for entries:**

Entries will close on 31<sup>st</sup> January 2020

**Late entries will not be accepted.**

A reminder that there are limited performance slots and these will be allocated on a first come first served basis. Once all spaces have been allocated the entry process will close.

**Entry Fee:**

Performance session + gift = £10 per gymnast.

**Entry Details:**

All entries must be made via bank transfer(with club name as the reference) and email to a/c 30029009 s/c 950281  
[thegymnasticsacademy@hotmail.co.uk](mailto:thegymnasticsacademy@hotmail.co.uk)

**ANY TEAM THAT RETURNS TEAM ENTRY SHEET VIA EMAIL MUST PAY THE FULL ENTRY FEE FOR THEIR TEAM.**

.

**Participants:**

There is no minimum or maximum number of gymnasts that can perform within the team, subject to safety and gymnast/coach ratio.

Only participants entered through the team entry form will be allowed to perform on the day.

**Participant Membership and Insurance:**

All participants must be at least Bronze members of British Gymnastics throughout training and at the time of the event. Participants can hold temporary BG membership but this must be in place when the team entry is made and must last until the day of the event. All participants should be accompanied and accounted for at all times by BG coaches / club officials. Please be advised that all memberships will be checked when entries have been received.

**Coaches:**

All coaches must be members of British Gymnastics and at least one coach per team must hold a minimum Level 2 coaching qualification. It is essential that a level 2 Coach is present with their team for the duration of the day. If Teams arrive unsupervised by a level 2 Coach they will not be permitted to enter and no refunds will be given.

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 confirm this via your team entry sheet.

The coaches attending the event must be qualified in the discipline that the gymnasts will be performing in and must be qualified to coach the skills being performed. (The skills must be in the coaching syllabus of their qualification.)

We ask that you come ready to perform as changing room space is limited. NO volunteers will be allowed backstage to do hair/make-up/costumes so it is advised to do this before you arrive.

**Medical:**

Anyone requiring First Aid assistance should speak to the Event Organiser. It is recommended that all coaches have a First Aid kit with them for minor injuries.

Basic first aid will be provided by both Comber Leisure Centre and The Gymnastics Academy 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.

#### **4. Spectator Information**

##### **Seating:**

Spectators can pay at the door on arrival and will be issued with wristbands which they must show each time they enter into the hall. The venue seats 200 spectators, any additional spectators will be allowed to stand, please note full spectator entry fees still apply.

##### **Ticket prices on the day:**

**Adults £5**  
**Children (U16) £3**

##### **Parking:**

A large car park is available outside the leisure centre, this is free of charge.

##### **Travel and Transport:**

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

[Comber Leisure Centre Directions](#)

##### **Refreshments and Merchandise:**

The Gymnastics Academy will have a small stall with tea, coffee and buns available to purchase throughout the event, all proceeds will go towards club fundraising. Alternatively there are a couple of vending machines selling food and drinks in the leisure centre reception area. We hope that photos will also be available to purchase on the day.

##### **Photography:**

Thomas Anderson will be in attendance to take photos of all teams, these can be purchased on the day or online.

Any gymnast or parent who does not wish themselves or their child to be photographed/filmed at the event must advise the Event Organiser by email to [thegymnasticsacademy@hotmail.co.uk](mailto:thegymnasticsacademy@hotmail.co.uk). Although it is not always practical to manage we will ensure any identifiable images of the participant are not published. Any person wishing to use video, film or take photographs must abide by the BG Photography at Gymnastics Events policy. Photos may only be taken for personal use. Unless specifically accredited to do so, you may not take photos for sale, other commercial use, or publication in printed or electronic form, such as on websites. Clubs may publish some photos but this may only be done in accordance with BG Safeguarding & Protecting Children Policy. Flash may not be used at any time while gymnasts are warming up or performing. If you have concerns about the identity or actions of any photographer or if you believe that any unsuitable photos are being taken, you should report your concerns to the Event Organiser.

## 5. Terms & Conditions

- It is the team's responsibility that all registered gymnasts/participants/coaches are affiliated with British Gymnastics on the day of the event.
- All Coaches must be members of British Gymnastics and at least one coach per team must hold a minimum Level 2 coaching qualification.
- All entry fees must be paid prior to the event.
- Teams must ensure that all music and team sheets are with the event organiser by the stipulated deadline: Friday 18<sup>th</sup> January 2019.
- Each routine will be a maximum of 6 minutes long unless prior notification has been given to the event organisers and this has been approved by them.
- Teams (coaches and participants/gymnasts) must arrive at the same time and register together. Under no circumstances will parents/guardians be allowed passed the registration desk.
- When entering the coaches named on your entry must be adequately qualified, when returning your form you are confirming that the skills being performed are covered under the coaching qualification of a coach present.
- The coaches attending the event must be qualified in the discipline that the gymnasts will be performing in and must be qualified to coach the skills being performed
- Only entered participants/gymnasts and nominated coaches prior to the event will be allowed into the team areas.
- Any changes in team personnel must be made known to the event organiser, prior to the event.
- Teams must respect the venue and staff at all times.
- Teams with own equipment must bring risk assessment for each item with them on the day of the event.
- Participants /gymnasts are the full responsibility of their coaches.
- Spectators, parents/guardians, teams and staff are to remain in their allocated areas at all times. Anyone found in a non-permitted area will be removed from the building.
- By entering GYMSTARS FESTIVAL 2019 you are agreeing to all Terms & Conditions as listed.
- The event will only be cancelled if the leisure centre fails to open on the day due to unforeseen circumstances. If the leisure centre remains open the event will take place and no refunds to teams or spectators will be made.