

Team Leader Handbook

World Gym for Life Challenge 2021

Lisbon, Portugal



**4th WORLD
GYM FOR LIFE
CHALLENGE**
LISBON 2021

13-17th July 2021

Contents

- Section One – Introduction
 - Introduction to World Gym for Life
 - Helpful Websites
- Section Two – The Event Programme
 - World Gym for Life Overall Programme
- Section Three – Venues
 - Venue Information
- Section Four – Trip Information
 - Accommodation
 - Transport
 - Flights
 - Insurance & Welfare
 - Your Performance (Group Routine)
 - Accreditation
- Section Five – Management Team
 - World Gym for Life Management Team and their Roles
- Section Six – General Information about Iceland
 - Currency
 - Medical Information
 - British Embassy Portugal
- Section Seven – Registration and Prices
 - Prices and Package
 - Registration Process
 - Cancellation/refund policy
- Section Eight – Important Dates

Section One | Introduction

Welcome to your Team Leader Handbook, which contains useful information about World Gym for Life Challenge and your week of Gymnastics. British Gymnastics is here to support you and your team to ensure that you get the most out of the World Gym for Life Challenge experience.

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

Helpful Websites

Further information can also be found via British Gymnastics website and World Gym for Life website.

- [World Gym for Life Website](#)

For specific enquiries please email:

- jess.nicholson@british-gymnastics.org

Section Two | The Event Programme

The World Gym for Life Challenge is a contest for groups of gymnasts of all ages and from any gymnastic discipline. To register, the group should have the minimum of two active gymnasts. There is no maximum number. Groups can choose to participate in one of the following categories, which are divided by type of performance and size.

- Gymnastics & Dance, small group (20 or less gymnasts)
- Gymnastics & Dance, large group (21 or more gymnasts)
- Gymnastics on or with large apparatus, small group (20 or less gymnasts)
- Gymnastics on or with large apparatus, large group (21 or more gymnast)

Performances will be evaluated by group of experts invited by the a FIG-GfA Committee. In each category a ranking list is created using the total score. The ranking list is only used to determine the Gold, Silver and Bronze awards and will not be published. The Gold will be awarded to the groups with the highest scores. The Silver and Bronze awards are divided equally among the remaining groups. All groups awarded with Gold will participate in the World Gym for Life Gala, where they will perform. After the contest two wildcards will be awarded for the Gala, chosen by FIG-GfA Committee. At the Gala the Bruno Grandi Trophy will be awarded to one group.

There is the opportunity to receive feedback by a group of recognised experts in different gymnastics disciplines, artistry, choreography, performance and technique. The experts will meet with the evaluators and prepare the feedback that will be given to the group coaches. The feedback is optional and group coaches indicate in advance if they would like the feedback.

The planned programme is below:

(This programme may be altered closer to the date, but we will inform you of any changes)

M	T	W	T	F	S	S
12	13	14	15	16	17	18
<ul style="list-style-type: none"> Arrival of the Delegations 	<ul style="list-style-type: none"> Practice 	<ul style="list-style-type: none"> Practice Opening Ceremony Contest 	<ul style="list-style-type: none"> Practice Contest Show performance 	<ul style="list-style-type: none"> Practice Contest Show performance 	<ul style="list-style-type: none"> Workshops Rehearsal Gala Gala Closing Ceremony 	<ul style="list-style-type: none"> Departure of the Delegations

Your Performance

Many types of gymnastics apparatus will be available and provided by the LOC, except for any bespoke equipment. Floor mats are classed as 'apparatus' so please ensure that you specify this when required.

Your routine must be no longer than 5 minutes in duration including entrance and exit to the floor, and may incorporate any gymnastic element; with or without apparatus and can be accompanied by music.

Section 3 – Venues

Opening Ceremony

Location: Altice Arena

Date: Wednesday 14th July

Capacity: 5,000

Area: 20m x 30m

Contest

Location: Altice Arena

Date: Wednesday 14th – Friday 16th July

Capacity: 5,000

Area: 20m x 30m

Show Performances

Location: Two/Tree open-air stages in Lisbon city centre

Date: Thursday 15th July and Friday 16th July

- Stage 1 – Praça do Município
- Stage 2 – Terreiro do Paco
- Stage 3 – Parque das Nacoes

Gala

Location: Altice Arena

Date: Wednesday, 17. July

Duration: 5 minutes/performance

Capacity: 5.000 persons

Area: 20m x 30m

Closing Ceremony

Location: Altice Arena

Date: Wednesday, 17. July

Capacity: 5.000 persons

Area: 20m x 30m

Section Four - Trip Information

Accommodation

Every participant will be allocated accommodation in a school near the heart of the festival. All the schools will have 24-hour security. Schools will be cleaned every day and breakfast will be served in the schools.

All participants must bring their own sleeping (inflatable) mattress and sleeping bag. The mattress must be a single mattress, unfortunately no double mattresses will be allowed in the accommodation as they pose a fire risk.

British Gymnastics will allocate accommodation to all teams once final registration has been completed and we have been given our allowance of school rooms. Wherever possible we endeavour to keep teams together. Sometimes our room allocations mean that teams can be split over different classrooms, however we will consult with you beforehand to make this as manageable as possible. We also must ensure that we are all compliant with the British Gymnastics policies and procedures for Safe Trips and Safe Environments and this will all be considered in the room allocations.

“It is not good practice for anyone over the age of eighteen to share a room with anyone under the age of sixteen. Members of staff such as coaches, judges, adult helpers/volunteers must not share with gymnasts. This is only acceptable if the member of staff is the parent or registered carer of the gymnast.”

Hotels

There is also the opportunity for teams to stay in hotels at an additional cost. As Lisbon is known for its tourism, there are plenty of options. Please see the costs below;

CATEGORY	SINGLE ROOM	DOUBLE ROOM	TRIPLE ROOM
Category A	180,00 €	110,00 €	105,00 €
Category B	140,00 €	95,00 €	----
Youth Hostel	----	60,00 €	50,00 €*

Prices are per person / night incl. breakfast and lunch.

* Price per person/night in multiple room (4 and 6 beds)

Catering

Breakfast will be served in the schools, and both lunch and dinner will be served in the Altice Arena. The caterers will serve nutritious and healthy food with a good variety.

We are aware that you may have some gymnasts with allergies in your group. Although the organisers will do their best to cater for allergies, we cannot guarantee that this will be possible. In order to help us, and the organisers, please let us know as soon as possible about any participants with allergies, and the specifics of these.

Flights

Flights are not included within the British Gymnastics Package for World Gym for Life and therefore it is up to each team to source their own flights to arrive on the designated arrival day and depart on the departure day. The closest airport is Lisbon Portela Airport

- Arrival date is Monday 12th July 2021
- Departure date is Saturday 18th July 2021

Transport

Transfers to and from the airport will be included in the British Gymnastics package. The journey from the airport is only a maximum of 15 minutes dependent on where your accommodation is situated.

Local transport links are via subway and connect the city centre with the area where World Gym for Life will take place.

Insurance and Welfare

It is each participant's responsibility to have health and medical care insurance. British Gymnastics Insurance covers all participants from Great Britain for the gymnastics elements of the trip, however every participant will need to purchase travel insurance.

Legislation requires that when a club takes gymnasts under the age of eighteen on a journey involving an overnight stay, the club must ensure that there is a designated trained person responsible for child protection on the trip. To be suitably trained, the person must hold a current BG DBS disclosure and a valid BG recognised Safeguarding qualification. Initial 3-hour face to face Safeguarding courses can be accessed locally, a refresher is then required for certification to remain valid.

To adhere to CPSU child protection standards **the designated person must not be related to or in a relationship with the coach attending the trip in any way.** British Gymnastics do not recommend that the designated person is a key member of the coaching team. A British Gymnastics UK Based Welfare Officer will also be allocated for the trip.

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

All Teams attending World Gym for Life 2021 must be compliant with British Gymnastics Policies. In order to prepare for your trip successfully, please

thoroughly read the following policies which specifically relate to this type of event.

- Health, Safety & Welfare Guidance: Safe Trips
- Safeguarding Children: Safe Environment

These can be found on our [website](#)

Accreditation

Who can have accreditation:

- Coaches
- Gymnasts
- Welfare Officers

Parents and spectators can travel with the group however they are not allowed in the schools and will not get an accreditation.

Section Five | The Management Team

British Gymnastics staff will manage all registration on behalf of the GBR delegation. There will be a team from British Gymnastics at World Gym for Life consisting of a HOD (Head of Delegation) along with additional supporting staff, this is however dependent on the size of the GBR delegation.

Section Six | General Information about Lisbon, Portugal

Lisbon is the capital of Portugal with a population of 1.9 million people.

Portugal has the oldest borders in Europe and therefore has a beautiful blend of landscapes, cultural heritage and modernity. The city is known for its tourism and fine cuisine. In 2021 the city of Lisbon will be named as the European Capital of Sport.

The weather in Lisbon in summer is hot and dry but can be slightly milder near the coast.

Currency

Lisbon uses its national currency Euro.

Medicines and Medical Treatment

Currently, citizens from the EU are entitled to free or reduced-cost NHS (National Health Service) treatment with an EHIC card. With the timing of Britain leaving the EU, this situation may change before the event. Please note however that full health and travel insurance will still be required.

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

Security

The safety of all event participants is paramount and British Gymnastics will plan a Risk Assessment trip to Lisbon prior to the festival, and will work directly with the LOC to ensure plans and procedures are always in place and adhered to. We will keep Team Leaders updated as to when this trip will take place.

British Embassy Lisbon, Portugal

British Embassy Contact Details:

Address: R. de São Bernardo 33, 1249-082 Lisboa, Portugal

Telephone: +351 21 392 4000

Email: portugal.consulate@fco.gov.uk

Section Seven | Registration and Prices

This section includes all the information for registering for World Gym for Life and also includes the costs and some important dates in the run up to the event.

Prices & Packages

British Gymnastics create a package for all participants.

The price of the British Gymnastics **World Gym for Life 2021 package is £570 per person.**

This includes the following:

- Transfers to/from Lisbon airport
- School accommodation from Monday to Saturday (5 nights)
- Breakfast and Lunch from Monday to Saturday
- Entry to all contests
- 1 evaluated performance
- Two show performances per team
- 50% reduction on WGfL Gala Ticket
- Transportation in relation to the festival (NB UK airport transfers and flights are NOT included)
- Great Britain Kit – 2 x T-Shirt and 1 x Jacket
- GBR Rehearsal Day 2021. This will include:
 - Show performance
 - Kit try on
 - Team Leader meeting

Attendance at the rehearsal day is compulsory and a great chance for Team Leaders to meet prior to attending and for the gymnasts to meet one another and socialise. We will try to choose a central location, based on the teams attending. The number of teams may affect whether this is a one- or two-day event

Payment Plan

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

1. 25th September 2020

Payment of £110 per person (non-refundable pre-payment) to reserve place

2. 25th November 2020

Payment of £230 per person (non-refundable pre-payment) plus any payments for tickets, hotels or meals.

3. 25th March 2021

Final payment of £230 per person (non-refundable pre-payment)

All payments are based on exchange rates at the time of publishing this document and the estimated numbers expected to attend the event. Please note that this document was made public in the Covid-19 pandemic, an uncertain and unpredictable time. British Gymnastics reserves the right to change the payment amount to reflect any fluctuation in exchange rate since publication of this document, or if the minimum estimated participants is not met.

Cancellation/Refund policy

No cancellations or refunds will be issued.

If a participant who has paid money towards the event decides they no longer want to go, you can change the name of the participant attending up until 13th January 2021. From this point on accreditation passes will be issued and confirmed with individual participant names. In this instance, it is the Team Leaders responsibility to agree with the participant and/or their parent/guardian any exchanges of money. British Gymnastics will not be accountable for this process taking place. Please note that any kit already ordered for the previous participant will be transferred to the new participant

as the kit will have been ordered based on the details provided at the kit try on day.

Registration Process

Team registration is open from 25th May 2020. Teams interested in attending World Gym for Life 2021 are requested to register their interest by 25th July 2020. After 25th July 2020, from this point you will have until 25th September 2020 to register your team members and pay your first payment.

Team entry for the 2021 World Gym for Life is through the BG GymNet portal. Registering interest can be done by opening a team entry on GymNet and registering a team leader. Details of how to enter team members using this system can be found on the event page of the BG website.

<https://www.british-gymnastics.org/clubs/gymnastics-for-all-activities/festivals/633-clubsschoolsleisurecentres/gfa/festivals/3337-what-are-international-festivals>

Section Eight | Important Dates

25th May 2020 – 24th July 2020

Register your interest for participating at World Gym for Life 2021 (via GymNet)

25th July – 25th September 2020

Online registration for World Gym for Life (via GymNet) with payment of £110 per person (non-refundable pre-payment) required

5th October 2020

Confirmation of registration from British Gymnastics to all teams

25th November 2020

Payment of £230 per person (non-refundable pre-payment)

GBR Rehearsal Day 2021 (TBC)

- Full rehearsal day for all teams
- Kit try on day for all teams
- Team Leader meeting

25th March 2021

Final payment of £230 per person (non-refundable pre-payment) plus any payments for tickets, hotels or meals.

May 2021

Kit distributed to all teams