

Team Leader Handbook

EuroGym 2022 – Shiny Gym Time, Switzerland, Neuchâtel



Shiny GYM TIME ★★★



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Section One | Introduction to EuroGym and European Gym For Life

Welcome to your Team Leader Handbook, which contains useful information about EuroGym and European Gym For Life (EGFL) and your week of Gymnastics. The slogan for this event is 'Shiny Gym Time'. British Gymnastics is here to support you and your team to ensure that you get the most out of the EuroGym experience.

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

EuroGym is the biggest European gymnastics event for teenagers. The event will take place from 10th July to 15th July 2022. All participants and coaches must be British Gymnastics members in order to take part and registration is completed through British Gymnastics.

EGFL takes place prior to EuroGym, from 7th July to 10th July 2022. It is an opportunity for teams to have their performance evaluated by an expert panel. Although the events run consecutively, you do not need to participate in EGFL as well as EuroGym, and the option to participate in EGFL is available on event registration.

Participants attending EuroGym should be from 12 years old to 18 years old. There is an opportunity for participants in the group to be 10 or 11 years old or 19 or 20 years old, however this is dependent on the size of your team; further details are available in section seven of this document - registration. The numbers will be checked by the Local Organising Committee (LOC) at the time of registration. A copy of all participant's passports may be asked for at registration, so please be prepared for this.

Helpful Websites

Further information can also be found via British Gymnastics website and EuroGym website.

- [EuroGym Website](#)

For EuroGym and EGFL specific enquiries please email:

- participation@british-gymnastics.org

Section Two | The Event Programme

EGFL

This is an opportunity for teams to have their performance evaluated by an expert panel. The evaluation is based upon several criteria, including: entertainment, innovation, originality, technique, quality, safety and variety.

- Location: Neuchâtel, Switzerland
- Dates: 7th - 10th July 2022

Key Considerations:

- Teams must have a minimum of six participants
- All participants must be aged 12 years or older

EuroGym

This is all about gymnastics, fun and making new friends, and there will be lots of opportunities for you to network and meet a lot of different people from all over Europe.

- Location: Neuchâtel, Switzerland
- Dates: 10th - 15th July 2022

Key Considerations:

- Teams must have a minimum of six participants
- All participants must be aged 12 years or older

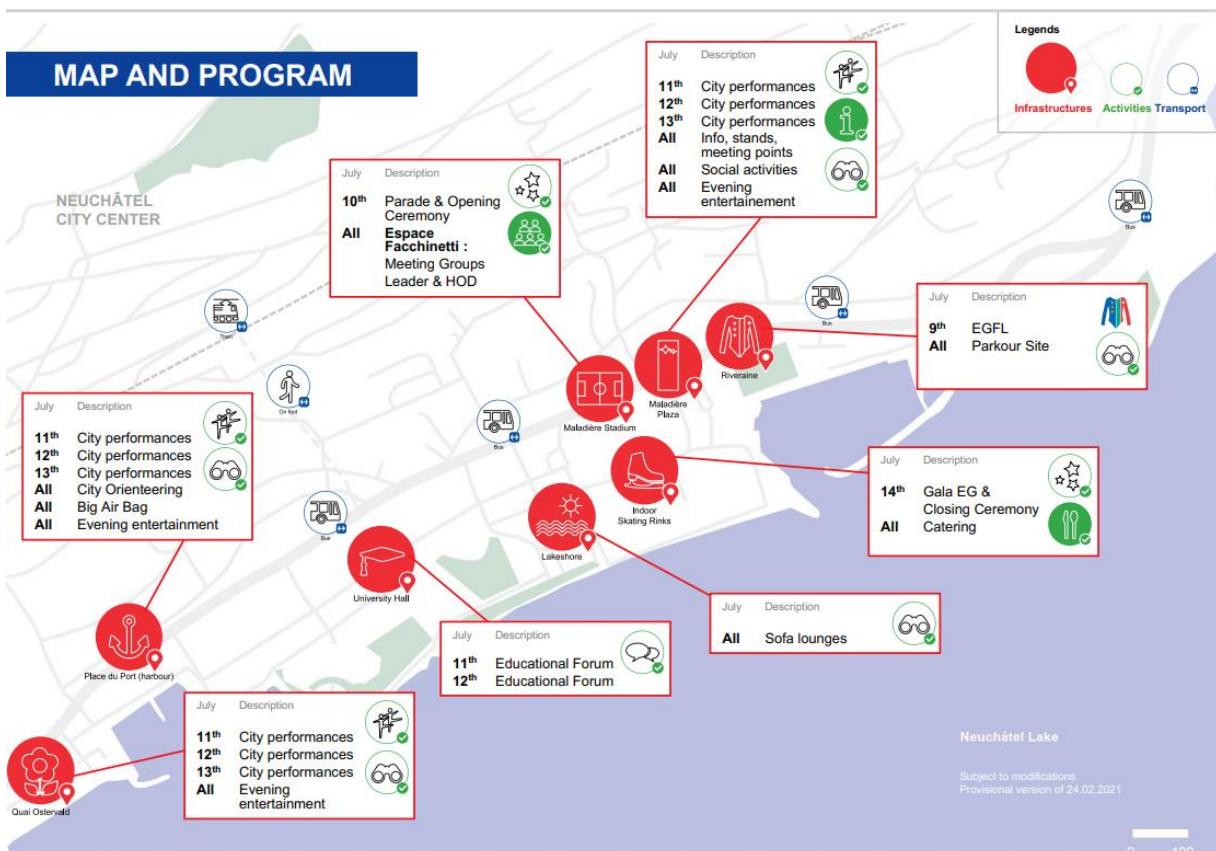
The week will be filled up with the following events:

- Opening Ceremony & Parade
- Group performances
- Workshops
- Educational Forum
- Cultural Activities and Excursions (at a additional cost)
- Gala & Closing Ceremony

The planned programme is shown on the following page:

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

Location/ Date	Thursday 07.07.22	Friday 08.07.22	Saturday 09.07.22	Sunday 10.07.22	Monday 11.07.22	Tuesday 12.07.22	Wednesday 13.07.22	Thursday 14.07.22	Friday 15.07.22		
Espace Facchinetti in Maladière Stadium)	Arrival of EGFL groups			Arrival of EUROGYM Groups part 1	Group leaders HOD meeting	Group leaders HOD meeting	Group leaders HOD meeting	Group leaders HOD meeting	Departure of delegations		
Indoor Skating Rinks					Departure of EGFL groups					GALA Euro Gym Closing Ceremony	
Lakeshore						Arrival of EUROGYM groups part2	Sofa Lounges	Sofa Lounges		Sofa Lounges	Sofa Lounges
Maladere Plaza (Meeting Point)		Rehearsals	Evening entertainment				Social Activities -Social Activities -City Performances -Evening entertainment	-Social Activities -City Performances -Evening entertainment		-Social Activities -City performances - Evening entertainment	
Maladière Stadium							-Parade -Opening Ceremony				
Place du port Harbour		Big air bag	Big air Bag				Big air Bag -Big air Bag -City Performance -Evening Entertainment	-Big air Bag -City Performance -Evening Entertainment		-Big air Bag -City Performance -Evening Entertainment	-Big air Bag -City Performance -Evening Entertainment
Quai Ostervald							Arrival EG Groups part 2 - City Performances - Evening Entertainment	- City Performances - Evening Entertainment		- City Performances - Evening Entertainment	
Riveraine		Rehearsal	EGFL			EGFL	Parkour Site	Parkour Site		Parkour Site	Parkour Site
Several Sites							Workshops	Workshops		Workshops	Workshops
University Hall							Educational Forum	Educational Forum			



Section Three | Venues

EGFL

Location Riveraine

Capacity 1,250



EuroGym Opening Ceremony & Parade

Location: Maladière Stadium

Date: Sunday 10th July

Capacity: 10,000



Participants from all international delegations will meet outside of Maladière Stadium – All participants will march on, as instructed on the day, wearing their GBR kit. The weather in Switzerland can be unpredictable, so please be prepared.

The parade will go from Maladière Stadium, which is a big green area within the stadium and near the city centre. A host will welcome every participant and present the opening ceremony produced by the LOC.

Group Performances

Each Group will present their performance **twice** during the week. Stage performances **cannot be longer than 6 minutes** including preparation of the stage and marching in and out.

Location Centre of Neuchâtel

- **Stage 1 - Maladère Plaza**
Stage Size 20 x 20 m
Surface area 30 x 25 m
- **Stage 2 – Quai Ostervald**
Stage size - 14 x 14 m
Surface area - 22 x 18 m
- **Stage 3 - Place Du Port (by the harbour)**
Stage size - 20 x 20 m
Surface area - 30 x 25 m

Dates 11th, 12th, 13th & 14th July
Time Throughout the Afternoon

Workshops

In Neuchâtel there are a lot of different sports clubs as well as a lot of facilities for different workshops. On the registration form, you will have the opportunity to select a maximum of six workshops. Each team is guaranteed to be given one of the workshops they have selected and will be allocated four workshops, one city orienteering and one free morning. From experience at previous events, some workshops have not run due to low numbers or limited capacity. Unfortunately, we cannot control which workshops are allocated to you, or change them once they have been set.

On the following page is a table detailing examples of workshops that are planned:



Acrobatics	Badminton	Air Fit	Slackline
Areil Tissues	Basket Ball	American Football	Swing Golf
Areobic	Handball	Archery	Swiss Wrestling
Airtrack	Kinball	Beach Volleyball	Target Sprint
Artistic	RaFro Ball	Big air bag	Aqua Fit
Special Choreography	Table Tennis	Bubble soccer	Free Diving
Swing Rings	Tchouk Ball	Cannicross	Diving
Circus	Uni Hockey	Cross Fit	Mermaiding
Trampoline	Boxing	Cycling	Water Games
Trapeze	Cardio Combat	Climbing	Water Polo
Acrobatic rock	Fencing	Freestyle football	Canoeing
Capoeira	Karate	Foot Golf	Kite Surf
Cheerleading	Rope Skipping	Frisbee Golf	Paddle Board
Dance 2Bfit	Self Defence	Jogging	Rowing
African Dance	Step	Mini Golf	Snorkelling
Indian Dance	TRX	Outdoor Workout	Surfing
Hip Hop	Twirling	Parkour Freestyle	Wakeboard
Pole Dancing	Yin Yoga	Petanque (Bocce)	Water jump
Street Dance	Zumba	Rugby	Windsurfing

Sofa Lounges

During the evening participants can hang out and relax at the Sofa Lounge. The Sofa Lounge also gives participants the opportunity to get to network with each other and make new friends from all over Europe.

Educational Forum

At EuroGym 2022 the Educational Forum is focused on Handi inclusion, sports injuries in young people and mental preparation of young athletes. There will be a variety of information and support tools for coaches, volunteers, young leaders, family and friends to increase their knowledge and confidence of these areas.

There will be two morning sessions; Monday 11th July and Tuesday 12th July.

Cultural Activities and Excursions

In Neuchâtel, Western Switzerland, you are at the heart of Swiss traditions, including watchmaking, cheese and chocolate. There will be a range of excursions available to book onto, at additional costs. Further details of these will be shared closer to the event.





Gala & Closing Ceremony

Location Indoor Skating Rink
Date Thursday 14th July 2022
Capacity 10,00 (Seated)



The Closing Ceremony and Gala show will be put together as one event, with the Gala show first, and followed by the Closing Ceremony. Since the venue has a capacity of 10,000 (seated), the Organisers will put on two Gala shows, which are the same. The theme for the Gala show is 'Shiny Gym Time'. The size of the floor is 14 x 14 Metres.

The performances in the Gala are decided upon by the European Gymnastics GFA Technical Committee. Each performance is no more than 3 minutes long and should focus on focus on creativity, entertainment and the "wow"-factor. If your team would like to be considered, please contact us by 15th November, and we will share the relevant details and application form.

Group 1 will perform in the Gala and go for dinner. Group 2 will start with dinner and then perform in the Gala. When the second Gala show has finished, group 1 will join group 2 in the hall and the Closing Ceremony will commence.

Section Four | Trip Information

Accommodation

Every participant will be allocated accommodation in a school near the heart of the festival. The LOC are aiming for most of the schools to be in walking distance from the city centre of Neuchâtel. Even though Switzerland is a very safe country, all the schools will have 24-hour security. Schools will be cleaned every day and all meals will be served in the indoor skating rink.

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, blocking escape routes. Please ensure you communicate this to all participants and parents/carers as the fire department will do checks on all accommodation. Participants cannot share a double mattress.

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 18 to share a room with anyone under the age of 16. 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. Once room allocations are given, we will work with you to allocate gymnasts to rooms, based on your knowledge of friendship groups, levels of responsibility and age. This is usually considered a month before the event.

It is forbidden to consume alcohol in the schools. According to the Swiss law, the drinking age is 18 years old for spirits and 16 for Beers and Wine. Not following the law will have severe consequences. A Participant's accreditation card will be withdrawn, the Participant will be no longer be able to stay in Switzerland, and you will be responsible for having to pay for the first available flight home.

Catering

All meals will be served in the Indoor Skating Rink. This is done in a mass catering style, where a set menu will be in place each day. 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, they cannot guarantee that this will be possible on all occasions and for all meals. 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. We will communicate with the LOC to understand what options are available to these participants, however please discuss this with any gymnasts and parents/carers at time of registration, to ensure they understand that not all food allergies or intolerances may be catered for.




Travel

Travel to Switzerland is not included within the British Gymnastics Package for EGFL and/or EuroGym, and therefore it is up to each team to make their own arrangements to arrive on the designated arrival day and depart on the departure day.

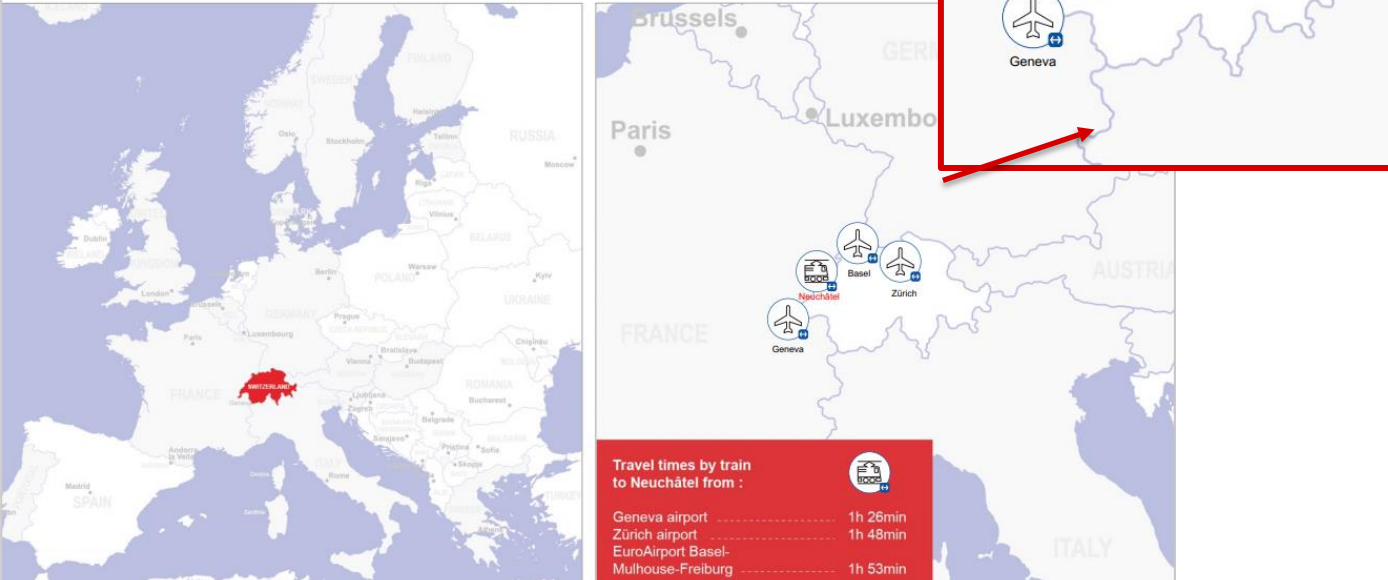
- For teams entering EGFL, the arrival date is Thursday 7th July 2022
- For teams entering EuroGym, the arrival date is Saturday 9th & Sunday 10th July 2022 (please note that the opening ceremony and parade will take place on 10th July, so it is recommended for you to arrive on Saturday 9th if possible)
- Departure date for all teams is Friday 15th July 2022. It is possible for you to extend your trip and stay longer if you would like to do more sightseeing and travel, however this must be done at your own costs and with your own arrangements made.

As Switzerland is part of mainland Europe, there are a variety of ways to travel, for example, plane, train, bus or ferry. Switzerland is less than 1 ½ - 2 hours by flight from most British airports. If you decide to travel by ferry, bus or train your travel time will take longer.

The closet airports to Neuchâtel are Basel, Geneva, and Zurich, all which are around 1 ½ - 2 hours from Neuchâtel. There are good transport links from all three airports, including train and motorways.

TRANSPORT - COME BY PLANE 

SWISS AIRPORTS



Travel times by train to Neuchâtel from :

Geneva airport	1h 26min
Zürich airport	1h 48min
EuroAirport Basel-Mulhouse-Freiburg	1h 53min



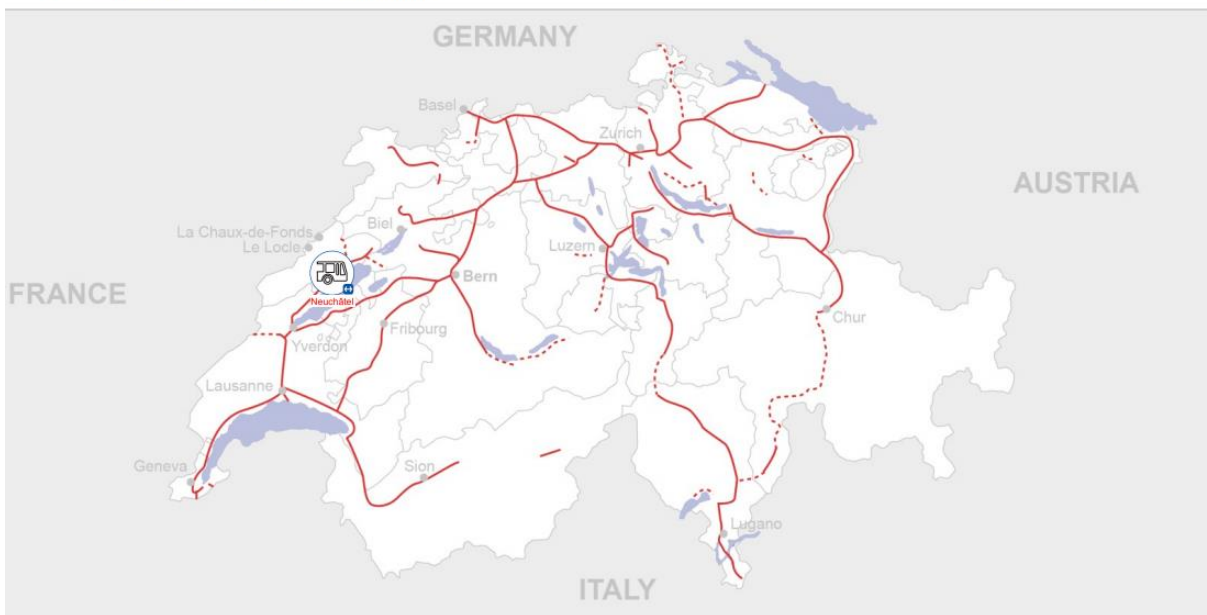
When it comes to public transportation Neuchâtel has an excellent bus system with regular services to and from all the city's major towns and attractions. If you want to plan your transport route [click here](#).

TRANSPORT - COME BY BUS



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SWISS HIGHWAYS - Motorways and semi motorways



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 to a level of which they are personally comfortable with. The British Gymnastics insurance cover does not cover for any pre-payments or deposits paid if the trip is cancelled or postponed by the organisers as a result of COVID-19 or for any other pandemic related reasons.

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. This will be checked this at the point of registration, and if we find any of the child protection standards not to be met or undeclared, we will have to ask that you find another suitable person to be responsible for child protection, safety and welfare.

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

All Teams attending EGFL 2022 and EuroGym 2022 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](#)

British Gymnastics, will allocated a UK Based Welfare Officer for the trip. This person is there in a support role to individual team welfare officers or those responsible for child protection and can be contacted for advice and guidance.

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. There will be a specific time frame allocated prior to the event and your performance must fit within this limit.

Accreditation

Who can have accreditation:

- Coaches
- Gymnasts

Coaches may not take part in a performance as gymnasts. 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 will manage all registration on behalf of the GBR delegation. There will be staff representation from British Gymnastics at EGFL 2022 and EuroGym 2022 consisting of a Head of Delegation (HOD) along with additional support staff, the number of staff is dependent on the size of the GBR delegation to support the team leaders and liaise with the LOC during the event.

Section Six | General Information about Neuchâtel, Switzerland

Neuchâtel has 33'000 inhabitants and is an open, modern city with opportunity for sporting events, due to its ideal location between the lake and the first foothills of the Jura. It is in the French speaking part of Switzerland. Usually, the climate in Switzerland is moderate with no excessive heat, cold or humidity. In July and August the daytime temperature range is 18 to 28 °C.

Currency

Switzerland uses its national currency Swiss Franc's. Most places in Switzerland will only accept Swiss Franc's, so make sure you come prepared with money already exchanged.

Security

The safety of all event participants is paramount and British Gymnastics will conduct a thorough Risk Assessment and will work directly with the LOC to ensure plans and procedures are always in place and adhered to. This risk assessment will be conducted no less than 2 months prior to the event. Risk Assessment documentation will be sent to all Team Leaders and can be shared with parents/carers of participants attending. All Team Leaders must also complete a risk assessment for the specific activities of their group.

British Embassy Switzerland

British Embassy Berne Contact Details:

Address: Consular Services,
Thunstrasse 50, 3005 Bern,
Switzerland

Telephone: +41 31 359 77 00

Website: <https://www.gov.uk/world/organisations/british-embassy-berne>

Section Seven | Registration and Prices

This section includes all the information for registering for EGFL and EuroGym 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 EuroGym 2022 package is £340 per person. This includes the following:

- School accommodation from Saturday 9th to Friday 15th July (6 nights)
- Breakfast from Sunday to Friday (please note there is no evening meal on Saturday 9th July included)
- Lunch and dinner from Sunday 10th to Thursday 14th July
- Entry to all ceremonies
- Participation in workshops
- Two performances per team
- Educational Forum
- Transportation at EuroGym is included with an accreditation pass (NB travel from/to UK to Neuchâtel, including airport transfers, is not included)

To keep the costs to participants as low as possible, we have not planned an 'in person' Team Leader meeting or kit try on day for this event. If there is demand for this, it can be arranged but at an extra cost. A Team Leader meeting will take place online and individual meetings with team leaders will also be arranged.

All participants must travel in GBR kit and must wear it for the opening ceremony. Throughout the rest of the event, participants can wear their GBR kit, club kit, or their own clothing.

For this event, and due to the cancellation of the previous EuroGym due to COVID-19, the EuroGym GBR kit can be bought as a bolt on, at a cost of £60 for 1 x T-Shirt and 1 x Hooded Jacket. The kit design is the same as that of the cancelled EuroGym 2020 event, as such this kit can be used for EuroGym 2022. Those participants that received kit for the cancelled event therefore do not need to purchase new kit unless sizes have changed.

The cost for this event is estimated based on the predicted exchange rate. Due to the current political climate, if there is a significant change in the status of the £GBP then this will need to be reflected in the cost. British Gymnastics will endeavour to keep costs the same as estimated above and will provide sufficient time and communication should this amount need to increase. We recommend that you communicate this to all participants and parents before they sign up to attend and commit to the costs.

The price of the British Gymnastics combined EGFL and EuroGym 2022 package is £465 per person.

This includes the following:

- School accommodation from Friday 8th to Friday 15th July (7 nights)
- Breakfast from Saturday 8th to Friday 15th July
- Lunch and dinner from Saturday 8th to Thursday 14th July (please note there is no lunch or evening meal on Friday 8th July included)
- EGFL Performance and evaluation
- Entry to all ceremonies
- Participation in workshops
- Two performances per team
- Educational Forum
- Transportation at EGFL and EuroGym is included with an accreditation pass (NB travel from/to UK to Neuchâtel, including airport transfers, is not included)

Payment Plan

The payment plan below details the deadline dates for all payments to be made to BG via the Online Entry System. These payments will appear in the 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).

15th October 2021

EuroGym only: Payment of £40 per person (non-refundable pre-payment) to reserve place.

EuroGym and EGFL: £55 per person (non-refundable pre-payment) to reserve place

15th January 2022

EuroGym and EGFL: Payment of £150 per person (non-refundable pre-payment)

15th February 2022

EuroGym only: Final payment of £150 per person (non-refundable pre-payment)

EuroGym and EGFL: Final payment of £260 per person (non-refundable pre-payment)

This equates to 3 payments:

Three individual payments per person:

EuroGym only: £340 per person

EuroGym and EGFL: £465 per person

Cancellation/Refund policy

No cancellations or refunds will be issued.

Registration and the registration process

Gymnasts from the year they turn 12 throughout the year they turn 18 (born 2010 to 2004) are eligible to attend.

A group that has 10 participants (or more) can include younger participants (10 and/or under years old) and older participants (19 and/or under 20 years old) according to the table below:

Number of participants per group		Number of participants allowed that are younger and/or older
From...	To	
6	9	0
10	15	1
16	25	2
26	35	3
36	45	4
46	55	5
56	>56	6

Participants under the age of 10 or over the age of 20 years cannot take part in this event.

Only participants are allowed in workshops, gala performances and at the stages for city performance. Coaches may enter the stage for safety support when using equipment that requires this.

Team registration is open from 15th September 2021.

Team entry for the 2022 EuroGym and EGFL is through the BG GymNet portal Online Entry. Details of how to enter using this system can be found on the event page of the BG website.



Section Eight | Important Dates

15th September to 15th October 2021

Online registration for EuroGym (via GymNet) with payment of £40 per person (non-refundable pre-payment) required for EuroGym only participants, or £55 per person (non-refundable pre-payment) for all participants taking part in EuroGym and EGFL 2022.

15th November 2021

Gala entry deadline into British Gymnastics

30th November 2021

Confirmation of registration from British Gymnastics to all teams

January 2022

Confirmation of Gala performance by European TC

15th January 2022

EuroGym and EGFL: Payment of £150 per person (non-refundable pre-payment)

February 2022

Kit bolt on to be ordered

15th February 2022

EuroGym only: Final payment of £150 per person (non-refundable pre-payment)

EuroGym and EGFL: Final payment of £260 per person (non-refundable pre-payment)

May 2022

Kit (if ordered) distributed to all teams