

Team Leader Handbook

Gymnaestrada 2023 - Amsterdam, Netherlands





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1. Section One | Introduction to World Gymnaestrada

1.1. Introduction

Welcome to your Team Leader Handbook, which contains useful information about Gymnaestrada 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 Gymnaestrada experience.

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

The World Gymnaestrada is a world-wide, non-competitive FIG Gymnastics for All event held every 4 years, attracting the largest number of active participants of any FIG event. Participation is for everybody, regardless of gender, age, race, religion, culture, ability or social standing. The event will take place from 30th July to 5th August 2023. All participants and coaches must be British Gymnastics members in order to take part and registration is completed through British Gymnastics.

If this is your first ever Gymnaestrada, then we promise you an enjoyable, memorable and unique experience. If you are a seasoned participant, then we hope that the Amsterdam experience lives up to your expectations and that the 17th World Gymnaestrada is the best yet!

1.2. Helpful Websites

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

- [Gymnaestrada Website](#)

For Gymnaestrada specific enquiries please email:

- participation@british-gymnastics.org



2. Section Two | The Event Programme

The week will be filled up with the following events:

- Opening ceremony
- Group performances
- Large Group performances
- National performances
- FIG Gala
- Closing ceremony

The planned programme is shown as follows:

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

SUNDAY JULY 30 TH	MONDAY JULY 31 TH	TUESDAY AUGUST 1 ST	WEDNESDAY AUGUST 2 ND	THURSDAY AUGUST 3 RD	FRIDAY AUGUST 4 TH	SATURDAY AUGUST 5 TH
Opening Ceremony 📍 Olympic Stadium Amsterdam	Group Performances 📍 RAI Amsterdam	Group Performances 📍 RAI Amsterdam	Group Performances 📍 RAI Amsterdam	Group Performances 📍 RAI Amsterdam	Group Performances 📍 RAI Amsterdam	FIG Gala 📍 RAI Amsterdam
	National Performances 📍 RAI Amsterdam	Large Group Performance 📍 Olympic Stadium Amsterdam	Large Group Performance 📍 Olympic Stadium Amsterdam	Large Group Performance 📍 Olympic Stadium Amsterdam	Large Group Performance 📍 Olympic Stadium Amsterdam	Closing Ceremony 📍 Olympic Stadium Amsterdam
		National Performances 📍 RAI Amsterdam	National Performances 📍 RAI Amsterdam	National Performances 📍 RAI Amsterdam	FIG Gala 📍 RAI Amsterdam	



3. Section Three | Performance Venues

3.1. Opening Ceremony, World Team, Large Group Performances and Closing Ceremony

Location The Olympic Stadium, Olympisch Stadion 2, 1076 DE Amsterdam, Netherlands
Capacity 22,500 persons

With ideal transport connections throughout Amsterdam, (more information on transport in transport section four - trip information) The Olympic Stadium in Amsterdam is a stadium with an athletics track. It is located at the Stadionplein in the western part of the Amsterdam southern district. The stadium is the iconic focus of an area that exudes sporting history and splendour on all fronts. The 1991 World Gymnaestrada was also held in this stadium. The Olympic Stadium is the icon of Dutch Olympic sports and the right place for new inspiration.



The Dutch Olympic Stadium

3.1.1. Opening Ceremony

Date Sunday 30th July 2023
Time 16:00
Duration 2 hours

All participants will meet at the Stadium and will march on, as instructed on the day, wearing their GBR kit. The stadium has the capacity of 22,500 for spectators so that as many visitors as possible will be able to enjoy the official welcome speeches, the hosting of the FIG, the World Gymnaestrada and the Netherlands flags, and the opening show with participants from the whole of Amsterdam.

3.1.2. The World Team and Large Group Performances

Date	Tuesday 1st August – Friday 4th August 2023
Duration	Max. 15 minutes per show

All teams within the British Delegation will be expected to take part in the Large Group Performance. This will be choreographed well in advance of the event and a rehearsal day will be incorporated into the event preparation. Tickets to watch the event will be sold in advance to the general public.

3.1.3. Closing Ceremony

Date	Saturday 5th August 2023
Time	16:00
Duration	1.5 hours

The big closing ceremony at the Dutch Olympic Stadium will be an unforgettable finale to this great gymnastic sports week. In a colourful show programme with participants from all five continents, a total of approximately 5,000 active gymnasts from 20 nations will take part. This is followed by the handing over the FIG flag to the next host of the World Gymnaestrada 2027. After this all participants and the audience are invited to the closing party, which brings together all participants once again with the motto come together, show your colours!

3.2. Group Performances, National Performances and FIG Gala

Location RAI Amsterdam, Europaplein 24, 1078 GZ Amsterdam, Netherlands

The group performances, national performances and FIG Gala, catering and entertainment all take place at the RAI Amsterdam Conference Centre. It is located at a stone's throw from the centre of Amsterdam and situated right off the A10 ring road. It is a top venue for trade fairs, parties, theatre shows and major events.



The RAI Amsterdam Convention Centre

3.2.1. Group Performances

Date	Monday 31st July – Friday 4th August 2023
Time	Daily from 09:00 to 18:00
Duration	6 - 7 minutes per Team (please see Your performance for more details)

Group Performances are designed to show the diversity of Gymnastics for All. Groups are made up of no less than ten active performers, with no maximum number being set.

3.2.2. FIG Gala

Date and time	Friday 4th August and Saturday 5th August 18:00 and 20:30
Duration	Each time 1.5 hours

This is the highlight of the World Gymnaestrada and the international world of gymnastics! Together with the FIG (International Federation of Gymnastics), the organising committee has choreographed a show featuring gymnastic, light and music aspects. The Gala, with approximately 20 groups from numerous nations. takes place on the last day of the event week and is an absolute highlight of the World Gymnaestrada and will captivate thousands of spectators! If you are interested in being Interest in being part of the FIG gala to be submitted to British Gymnastics, using [this form](#).

4. Section Four | Trip Information

4.1. Accommodation

This year we have allowed for participants to decide about their accommodation from one of the following options:

4.1.1. School dormitories

Most of the participants will be accommodated in schools. The classrooms become dormitories and per classroom there will be sleeping arrangements for a maximum of 12 persons. Sufficient toilets and washing facilities will be provided and cleaned.

The LOC have guaranteed that the school accommodation will be a maximum of 30 minutes walking distance or a maximum of 30 minutes travel by public transport to the RAI Amsterdam Conference Centre.

All participants require 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.

Beds, bedding, air mattresses, blankets etc. are not included in the package cost and teams will need to take their own supplies. Inflatable mattresses, pillows and bedding will be on offer, at an additional cost, and can be ordered via British Gymnastics from the LOC to collect in Amsterdam. Details and prices will be published at a later date.

All schools will have:

- Catering facilities (vending machines for drinks and snacks)
- Guards and security personnel (round-the-clock-service)
- First-aid service
- Daily cleaning
- Daily refuse collection
- Emergency repair service for sanitary facilities

4.1.2. Hotels

Amsterdam is a tourist area and has plenty of hotels and hostels.

We would like to point out that all hotel bookings should be made through British Gymnastics via the local organising committee (LOC). Please note that hotel prices are not included in the package costs and an additional cost will be added to the package if you choose this option. Prices will be confirmed once interest has been received.

British Gymnastics will allocate accommodation to all teams once final registration has been completed and we have been given our allowance of school rooms. Any hotel bookings are arranged by the LOC on our behalf, and we cannot select or guarantee which hotel(s) and prices will be available. 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, welfare officers, 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.

4.2. Alcohol

It is forbidden to consume alcohol in the schools. According to the Dutch 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 The Netherlands, and you will be responsible for having to pay for the first available flight/transport home.

4.3. Catering

Breakfast will be served in the schools and is included in the package. A Meal Bolt On package can be purchased. Details and prices will be published at a later date.

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.

4.4. Travel

4.4.1. Travel to Amsterdam

Travel to Amsterdam is not included within the British Gymnastics Package for World Gymnaestrada 2023, 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. As Amsterdam can be easily reached by several modes of transport, teams can choose the most relevant and best option for them, based on location, budget and accessibility.

- Teams must arrive on Saturday 29th July 2023. It is possible to arrive earlier, however accommodation must be arranged and paid for separately.
- The departure date is Sunday 6th August 2023. 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 the Netherlands is part of mainland Europe, there are a variety of ways to travel, for example, plane, train, bus or ferry. The closest airport is Amsterdam Schipol, which is around 20 minutes from Amsterdam centre. There are good transport links from the airport, including train and motorways.



Great Britain

**The Netherlands,
Amsterdam**

4.4.2. Transport around Amsterdam

Public transport – trains, trams, buses and the metro are accessible to all participants during the week of World Gymnaestrada 2023. The Participant Card (included in the package) entitles participants to access to all public transport within the City Centre during this time.

4.5. Kit

Great Britain kit will be provided as part of the package. This will include options:

Standard

- GBR Tracksuit x 1 (Jacket & jogging bottoms)
- GBR Rucksack x 1
- GBR T-Shirt x 2

Optional

- Leggings instead of jogging bottoms
- 1 x Vest instead of T-Shirt (ladies fitted)

Kit samples will be available in all sizes at Large Group Display rehearsal day in November 2022. For further details of the rehearsal date, please see the section 4.7. on Your Performance. There will be no other opportunity to sample kit other than on this date. Additional GBR kit can be purchased from the supplier's online shop. Following the kit day, there will be a week window for teams to go onto the shop and purchase. Details will be published at a later date. Kit will be distributed to all participants at the final rehearsal in April 2023.

4.6. 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 coaches 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 World Gymnaestrada 2023 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.

4.7. Your Performance

All GBR teams will share a 15 minute performance slot with another GBR team. Teams will be matched based on geographical location and complimentary performance styles. It is expected that the full allocated 15 minutes is filled and therefore teams must have a 6-7 minute routine with a linking section in the middle to allow for one performance to finish and the next to start. Once all the teams have registered, your partner team will be announced before April 2022 to ensure there is time to get to know each other and prepare choreography together for the linking sections. 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.

British Gymnastics wants to support all the performance teams attending Gymnaestrada as much as possible and for this event have provided an opportunity for all teams to receive feedback on their performances by an evaluation panel. Teams wanting to attend the event in 2023 must agree to enter one Festival event between February 2022 and May 2023, where their routine will be evaluated. This evaluation will not rate one performance over another; it is to allow constructive feedback to be given to the team or choreographer about the performance in order to help their development. This feedback is only to be shared between the Panel and the Team and uses the same criteria as the FIG Gym for Life.

The events that teams can choose from include:

- GymFusion
- Ministrada
- Scottish GymFest

Nearer the time, we will be in touch with teams to select which event they wish to be evaluated at.

In November 2022, a rehearsal of the Large Group Display will take place at a central venue, to be decided. Dependent on numbers, this could be one central venue or two separate venues, dependent on the location of teams. All Teams are expected to attend to learn and practise the routine. The routine will be sent prior to this date to all Group Leaders via a YouTube link.

In April 2023, there will be a full rehearsal day/weekend for all teams to practise their final routine alongside the teams they will be sharing a slot with. Full attendance is expected on this day and the Evaluation Panel will also be attending to provide feedback on the routines.

In June 2023, all teams will be asked to provide a video of their final performance. This video allows the Gymnaestrada Management Team to finalise the apparatus set ups and also to ensure that teams using the same performance slots work together.

4.8. 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.

5. 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 World Gymnaestrada 2023 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.

A Choreography Team will be commissioned by the management team to choreograph the Large Group Display. Their role within the Gymnaestrada team is vital to engage the participants and come up with a theme to capture the audience and world participants at this great event. If you are interested in being part of this team, please email participation@british-gymnastics.org by 30th November 2021.

It is very important that each Great Britain team member understands their responsibilities whilst at the World Gymnaestrada 2023. We therefore have Codes of Conduct for BG staff, participants, coaches and officials to abide by. These help us to ensure the safety of all delegation members which is of highest priority to us all.

Parents, families and friends may want to travel to support you during the event and make a holiday of the experience. Please be aware that only participants, coaches, welfare officers and adult helpers (if required to support supervision ratios) can be included in the package costs and gain event accreditation.

6. Section Six | General Information about Amsterdam, Netherlands

6.1. Climate

The weather in Amsterdam is as unpredictable as in Great Britain however on average the temperature in July - August is around 16 - 18 Degrees Celsius and is generally warm and sunny. Some light rainfall may be expected.

6.2. Currency

Amsterdam uses the Euro as its national currency. The Euro is broken up in to 100 cents (1, 2, 5, 10, 20, 50 cent coins and 1 and 2 euro coins) and 5, 10, 20, 50, 100, 200, 500 euro notes. Most places in Amsterdam take Euro only, so make sure you come prepared with money already exchanged.

6.3. 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. If you are interested in attending a risk assessment trip in March 2023 (details to follow), with British Gymnastics staff, please contact participation@british-gymnastics.org by December 22nd 2022. Please note, the LOC will only accommodate official risk assessment trips with official British Gymnastics staff present.

6.4. British Embassy Netherlands

British Embassy The Hague Contact Details:

Address: The Hague,
Lange Voorhout 10,
2514 ED Den Haag,
Netherlands

Telephone: +31 70 427 0427

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

7. Section Seven | Registration and Prices

This section includes all the information for registering for World Gymnaestrada 2023 and also includes the costs and some important dates in the run up to the event. A copy of all participant's passports may be asked for at registration, so please be prepared for this.

7.1. Prices & Packages

British Gymnastics create a package for all participants. Due to the pandemic, there are still lots of unknown costs and protocols. To be as transparent as possible for this event, we have provided a range for the package price, rather than one set figure.

The price range for this event is estimated based on the predicted exchange rate. Due to the current global situation, 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 and will provide sufficient time and communication should this amount need to change. We recommend that you communicate this to all participants and parents before they sign up to attend and commit to the costs. The price range will enable you to communicate with your participants and parents the expected minimum and maximum costs of the event, and as such have a realistic understanding of the price.

The price range of the British Gymnastics World Gymnaestrada 2023 package is £725 - £775 per person. This includes the following:

- School accommodation for 8 nights (Saturday 29th July – Sunday 5th August)
- Breakfast for 7 mornings (Sunday 30th July – Sunday 5th August)
- Participant card including:
 - Entry to all ceremonies
 - Transportation at World Gymnaestrada 2023. **(NB travel from/to UK to Amsterdam, including airport transfers, is not included)**. Please refer to section 4.4.1. Travel to Amsterdam.
- Standard GBR Kit – 2 x T-Shirt, 1 x Tracksuit and 1 x Rucksack (or options). Please refer to section 4.5. Kit for further details.

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.

7.2. 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 December 2021

Registration Fee - An initial single payment of £775 (non-refundable pre-payment) must be received by British Gymnastics by this date.

16th May 2022

Payment of £240 per person (non-refundable pre-payment).

24th October 2022

Payment of £240 per person (non-refundable pre-payment).

13th March 2023

Final payment of £245 - £295 per person (non-refundable pre-payment).

This equates to 4 payments:

One team payment of £775 in total

Three individual payments to total £725 - £775 per person

7.3. Cancellation/Refund policy

No cancellations or refunds will be issued.

7.4. Registration and the registration process

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 4th October – 15th December 2021.

Team entry for the World Gymnaestrada 2023 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. Payment must have been made by 15th December 2021 with the payment cleared in full.

8. Section Eight | Important Dates

27th September 2021

Interest in being part of the FIG gala to be submitted to British Gymnastics, using [this form](#).

4th October 2021 - 15th December 2021

Registration Fee - An initial single payment of £775 (non-refundable pre-payment) via GymNet must be received by British Gymnastics by 15th December 2021.

30th November 2021

Interest in being part of the Large Group choreography team to be submitted to British Gymnastics.

22nd December 2021

Confirmation of registration from British Gymnastics to all teams.

10th January 2022

Participant registration opens.

February 2022 – May 2023

All teams attend a GymFusion, Ministrada or Scottish Gym Fest event for evaluation.

April 2022

Bulletin to all Gymnaestrada teams with additional specific information.

16th May 2022

(Participant registration closes) and payment of £240 per person (non-refundable pre-payment).

24th October 2022

Payment of £240 per person (non-refundable pre-payment).

November 2022

Large Group Display Rehearsal and Kit try on day – location TBC.

22nd December 2022

Interest in attending a risk assessment trip to be submitted to British Gymnastics.

13th March 2023

Final payment of £240 - £290 per person (non-refundable pre-payment).

March 2023

Risk assessment trip to Amsterdam.



April 2023

Full rehearsal day/weekend for all teams – location TBC, kit collection for all teams and Large Group Display Rehearsal practise.

June 2023

Final video submission of full routine.

July 2023

Gymnaestrada 2023 - 30th July to 5th August 2023.