

Work Plan

Gymnastics For All

GymFusion Manchester

Lowry Theatre, Salford, Manchester

19 February 2023

Version 1.0

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Version History

Venue Information

Directions

The Lowry Theatre,
Pier 8,
The Quays,
Salford,
M50 3AZ



Travel and Transport and Parking

The Lowry is a 10 minute drive from Manchester City Centre, 20 minutes from Manchester Airport, and a quarter of a mile from the motorway network, giving access from all over the North West and beyond. From the M60 take junction 12 for the M602. The Quays is a quarter of a mile from junction 3 of the M602. Follow the brown Lowry logo signs.

Venue Entrance

Team managers and/or coaches should arrange a suitable meeting point with gymnasts and parent/guardians prior to arrival at the venue to ensure all minors are always appropriately supervised. The meeting point should be external to the venue as the entrance for spectators may differ from the entrance for gymnasts and coaches and to avoid congregating within the venue.

In the foyer there are meeting point pop up stands to help parents/guardians locate their club for pickups and drop offs.

Meeting Points - Show 1

A	B	C	D
Ellesmere Port Club of Gymnastics	Loughborough Acrobatics Gymnastics Club	Aireborough Gymnastics Club	Leeds Gymnastics Club
Nottingham City Gymnastics	AV Gymnastics Club	Sherburn Community Gymnastics Club	Erewash Valley Gym Club
Dynamite	Aerial Gymnastics Academy	City of Lancaster Gymnastics Club	Shrewsbury Gymnastics Academy
	Spartac		

Meeting Points – Show 2

A	B	C	D
South Essex Gymnastics Club	Ribble Valley GA	Goole Gymnastics Club	HPL Gymnastics
Future Gymnastics	AcroNova	Fusion Gymnastics & Cheerleading Club	Red Shoes Academy
The Wire	Urban School of Gymnastics	Dynamite	Darwin Gymnastics and Dance
Astrid Academy of Movement			Warrington Gymnastics Club

Venue Facilities

Inside The Lowry Theatre there is a range of different establishments serving both hot and cold food and drinks.

Medical Provision

A Physiotherapist will be available in the designated medical area within the venue. Treatment will be accessible by all accredited gymnasts who sustain an injury at the event. The medical team are not available to treat pre-existing or chronic injuries.

Any injury occurring during the official training or competition must be reported to the medical team to ensure a record can be kept of treatment given and by whom.

The decision of the British Gymnastics appointed medical officer as to the gymnast's health, medical status, and their ability to compete at the event is absolute and final.

Welfare Officer

British Gymnastics are striving to create a gymnast centred sporting environment and as such hold the welfare and safety of the participants as a paramount consideration. An experienced welfare officer will be attending this event to continue to promote a safe and friendly environment for all our participants. There will be a welfare stand in the warmup hall where information and support will be available as part of British Gymnastics' commitment to welfare and creating a safe sport. A confidential meeting room may be available a more private environment be required.

Merchandise

Our leotard sponsors Milano and our photographer Andrew from BluSki will have stalls within the foyer area

Gymnast Seating

Accredited gymnasts and coaches who wish to watch the show they are taking part in may sit in the allocated delegation seating in the upper circle. Please respect this request and do not sit in any other area during the competition.

Tickets

Ticket Allocations

All entered gymnasts will be provided with a ticket for the show they are taking part in their accreditation band. Gymnasts who withdraw from the performing are eligible to collect their accreditation to spectate at the event but will not have access to the Performance Arena or Warm Up areas. Coaches will be provided with an event ticket.

Ticket Purchase

Tickets will be available to purchase from the Lowry Theatre Box Office by visiting <https://thelowry.com/whats-on/>

Ticket Type	
Adult	£17.50
Concession*	£14

*U16s and Over 65

* 4 or more Adult tickets purchased receive as 20% discount at checkout.

Registration

Team managers and coaches should arrange a suitable meeting point with gymnasts and parent/guardian externally to the building. Registration will be on the top floor of the foyer area. Team managers/coaches are required to register their team once all participants are in attendance (individual participants and parents/guardians need not approach the registration desk). Once teams have registered, they will be chaperoned backstage. No spectators should be up on the top floor of the foyer until spectator doors are ready to open. If you are running late or stuck in traffic, please call or text Danielle to make us aware of your situation.07739512206.

Wristbands must be worn by all club members at all times as it identifies where access is permitted within the venue. Wristbands are non-transferable. Anyone found offering their accreditation to another person in order that they may gain access to access-controlled areas will have their accreditation withdrawn and they will take no further part in any activity in the event.

All changes to the nominated coaches submitted on the online entry must be submitted to Danielle.crowe@british-gymnastics.org no later than **12 noon, Friday 4th February** and have a valid British Gymnastics membership, DBS and Safeguarding certificate along with the required coaching qualification for their gymnasts' routines. Any coach not submitted prior to the deadline date will not be accredited to coach at the

event. Should there be a necessity for membership renewal prior to the event, please ensure this is addressed in good time to ensure your membership has been updated. It is advised that membership fees are paid by BACS or credit/debit card to ensure payment is received in time for the competition.

Technical Information

Performance Equipment

The Performance area will be a 12mx12m tribond mat floor. See appendix 2 for diagrams. The only other equipment that will be provided are 2 safety landing modules.

If your team requires further equipment; It is the responsibility of the team to transport this equipment and carry out all appropriate equipment checks, risk assessments and complete method statements. Only British Gymnastics approved equipment is to be used at this event. Any equipment requirements, or if you are bringing any of your own equipment, this needs to be indicated using your Team Sheet prior to the deadline date. Those bringing equipment will be contacted closer to the event to arrange drop off/collection of equipment at appropriate times.

Only teams that are bringing their own equipment need to provide copies of their risk assessments and method statements specific to the equipment being used. A Method statement is required for all teams bringing equipment, detailing how they plan to position and make use of their equipment. If you are unsure if you need to complete this, please contact **Danielle**. A template risk assessment and method statement document can be found in Appendix 4 and editable versions obtained from British Gymnastics if requested.

Warm up Equipment

A 12mx10m tribond mat floor will be provided in the warm up area. Accessing your equipment will not be possible for warm up as it will already be positioned in the auditorium ready to be brought on for your performance. If you wish to practice to music, there will be system available with your pre-loaded music on. Please bring a USB with an MP3 copy of your music on as backup.

Music Submission

All music must have already been uploaded to British Gymnastics through GymNET. Late submission of music will attract a fee of £20.00 per required track in line with rules detailed in the [GymFusion Handbook 2023](#).

Competition Details

Schedule Overview

The venue gymnast entrance will open at 9.30am. Teams will be advised that registration is open, and teams can make their way to registration at 10:00am for Show 1 and 14.15pm for Show 2.

	Team Registration	Spectator Doors Open	Show Starts	Show Finishes
Show 1	10:00	10:00	11:00	13:35
Show 2	14:15	14:15	15:00	17:35

Working Order

Please see appendix 4 for the full timetables for all shows (note – this timetable is currently a guide and is subject to change). One of our event staff will chaperone your teams from the warm up area to the side of the stage. Please ensure that your teams arrive at the warm up hall in good time for your warm up to begin. During the coaches briefing information will be distributed on all locations and other relevant information about the flow of the event.

Rules and Regulations

Volunteers

For each event we require a number of volunteers to assist in various roles including the chaperoning of teams, help on registration, and selling and collecting tickets. If you have any club members/young leaders that would like to help at this event, please get in touch with volunteer team on volunteering@british-gymnastics.org. All British Gymnastics Events operate a zero-tolerance approach to foul language or any abusive and aggressive behaviour. Anyone found to be breaking these rules will be asked to leave the competition arena and, if necessary, the venue. Please help ensure the venue is a friendly atmosphere.

Inclusion and Accessibility

British Gymnastics strive to ensure our events are inclusive to all. Should you or any of your club members have any specific additional needs that may require our consideration prior to your attendance at the event please do not hesitate to contact the Events Team on events@british-gymnastics.org. Please provide us with as much detail as necessary to ensure we can facilitate appropriate action so all have a positive experience.

Babies and Young Children

In the interests of safety, for the smooth running and professional presentation of the Event, babies and young children are not permitted to enter the warm up hall or field of play, even if they are being supervised by an adult.

Attire

Please refer to the British [Gymnastics GymFusion Handbook 2023](#).

Health & Safety

Activity outside the usual training environment

It is the team manager or supervising coach's responsibility to assess the risks of taking the gymnasts out of the usual British Gymnastics training environment. There is a guidance document on GymNET (under resources, club support, then "Policy for Health and Safety") to offer guidance to clubs who are taking gymnasts on a trip outside of their gym. We do not need to see any risk assessments for travel however we recommend that it would be best practice to complete risk assessments relevant to all aspects of your trip.

Security Provision

Security checks will be completed by venue security staff upon arrival for spectators.

We ask that all attendees follow any venue guidance.

Emergency procedures

There are no planned rehearsal or practice alarms scheduled during the event. In the event of an alarm sounding evacuation procedures must take place as per the details below.

The emergency muster point is: At the Front of the Building

All event attendees should follow the directions of the venue staff and/or Event Manager to make their way calmly to the nearest emergency exit. Upon arrival at the muster point, a roll call will be completed by the following individual.

Gymnasts & Coaches: The Team Manager/Lead Coach is responsible for ensuring the safe exit and, upon arrival at the muster point, completion of a roll call for all gymnasts and coaches in their team/club.

Spectators & members of the public should follow the venue staff's direction and make their way calmly to the nearest exits.

In the event of missing persons, a venue fire marshal must be notified. Do not, in any circumstances, return to the building.

Media Information

Media Attendance

Representatives of the media will not be present at this event.

Official Photographer

There will be an official photographer at this event, where spectators can buy prints.

British Gymnastics Photography Regulations

Photography and filming at this event are permitted in line with the British Gymnastics Photography Policy.

Personal photography may only take place if utilising personal equipment in public areas of the venue only.

The use of flash photography is not prohibited and must not be used at any time while gymnasts are warming up or competing/performing.

For further information on British Gymnastics Photography Policy please see appendix 5 or visit british-gymnastics.org/governance

GymFusion Manchester – 19th February 2023

Show One
11:00 – 13:35

10:00 Team registration and venue orientation
 10:15 Warm up start

	Team Name	Warm Up*
SHOW ONE FIRST HALF	Intro	Performance time +2 minutes
	AV Gymnastics Club	10:45
	City of Lancaster – Garnet Squad	10:53
	Nottingham City Stars	11:01
	Ellesmere Port Club of Gymnastics	11:09
	Leeds Juniors	11:15
	Spartac Gym Club	11:23
	Sherburn Community Display Team	11:31
	EVGC Display Team	11:38
	LAGC	11:46
	Interval	
SHOW ONE SECOND HALF	Intro	
	Shrewsbury Gymnastics Academy	12:11
	City of Lancaster -Into space	12:17
	Leeds Seniors	12:25
	Dynamite Rockets	12:32
	Nottingham City Diamonds	12:40
	EVGC Festival Team	12:48
	Aireborough Gymnastics Display Team	12:56
	City of Lancaster – Topaz Squad	13:02
	Aerial Gymnastics Academy	13:09
	Close Show	

*Time indicates the start of the performance run through in warm up. Teams should arrive in good time, pre-warmed up.

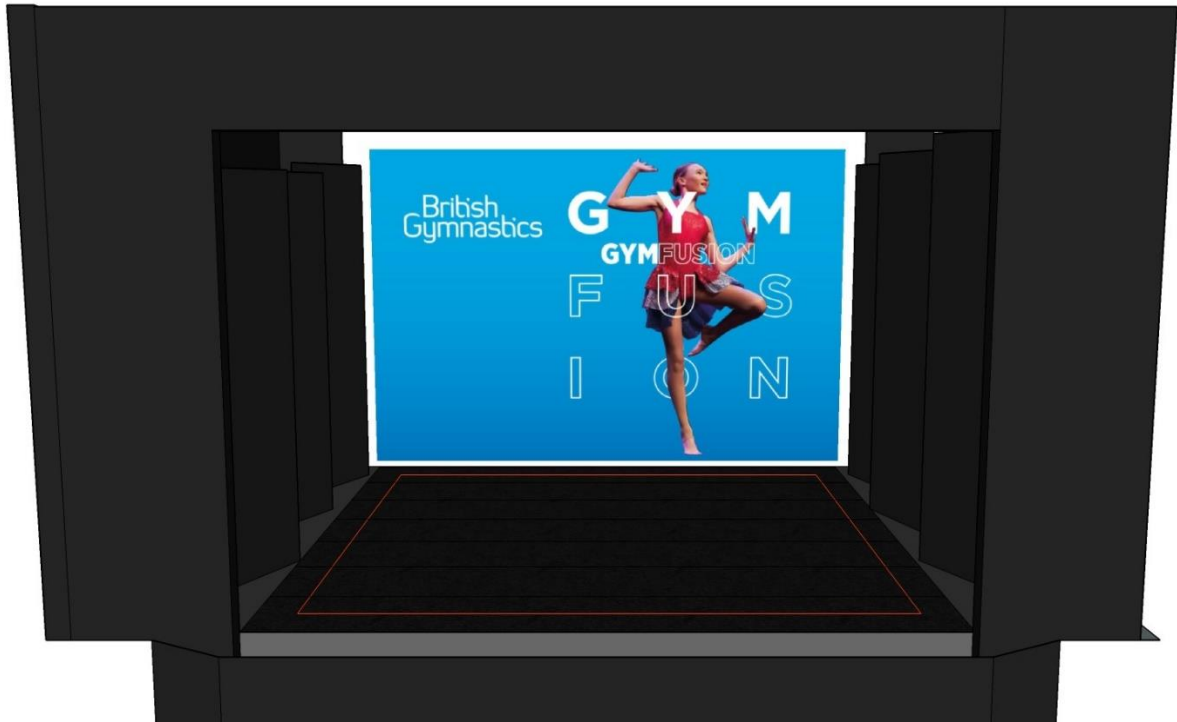
GymFusion Manchester – 19th February 2023Show 215:00 – 17:35

14:15 Team registration and venue orientation
 15:45 Warm ups start

	Team Name	Warm Up*
SHOW 2 FIRST HALF	Intro	Performance time +2 minutes
	Future Glow – Aqua	14:45
	Fusion Descendant	14:53
	Red Shoes Show Team	15:01
	HPL Juniors	15:09
	Dynamite Firecracker	15:16
	Goole Gymnastics Club	15:24
	Ribble Valley Gymnastics Academy	15:31
	AcroNova Gymnastics Seniors	15:39
	South Essex Display	15:47
	Interval	
SHOW 2 SECOND HALF	Intro	
	HPL Seniors	16:14
	Fusion - Little Mix	16:22
	Urban School of Gymnastics	16:29
	Astrid Performance Team	16:37
	Future Glow – Crimson	16:42
	The Wire	16:50
	AcroNova Juniors	16:57
	Red Shoes Squad Team	17:05
	Darwin Gymnastics and Dance	17:13
	Warrington GC	17:20
	Show Close	

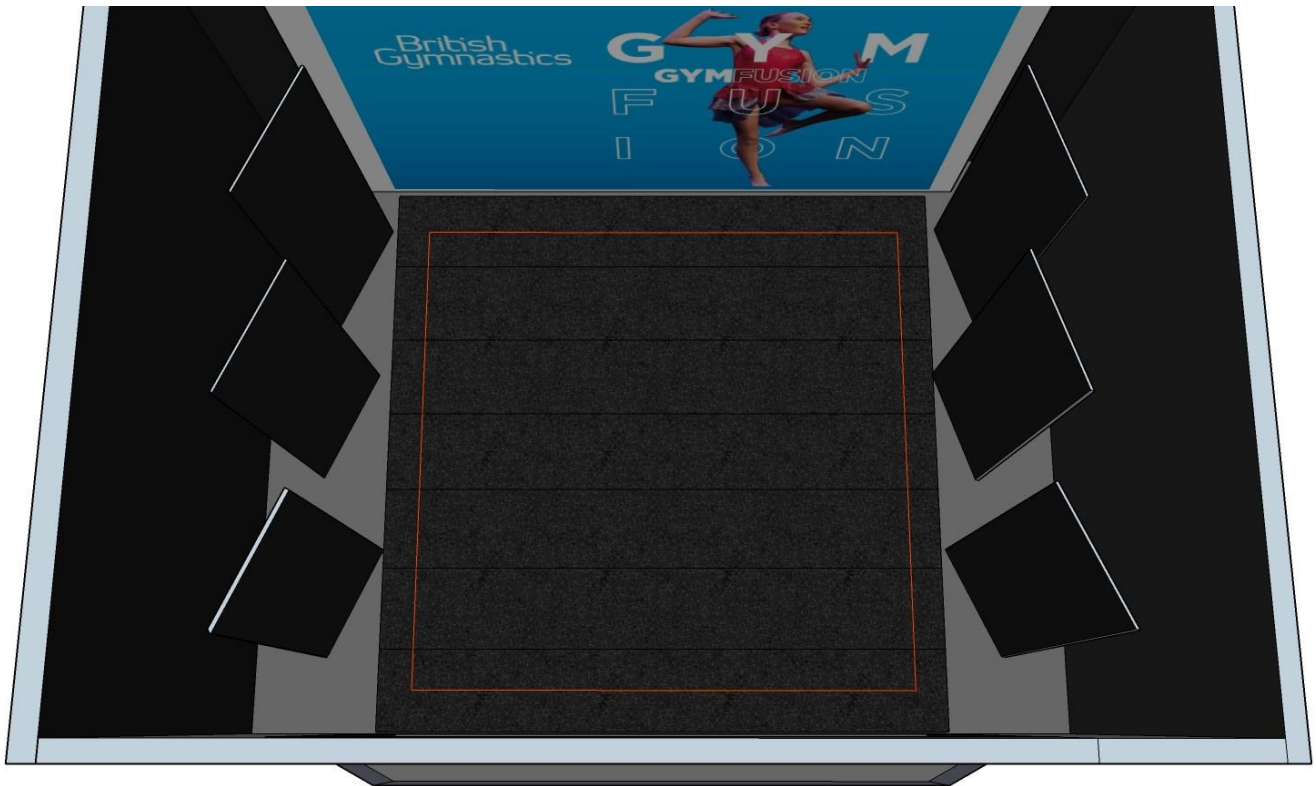
*Time indicates the start of the performance run through in warm up. Teams should arrive in good time, pre-warmed up.

Appendix 2 - Stage Diagrams



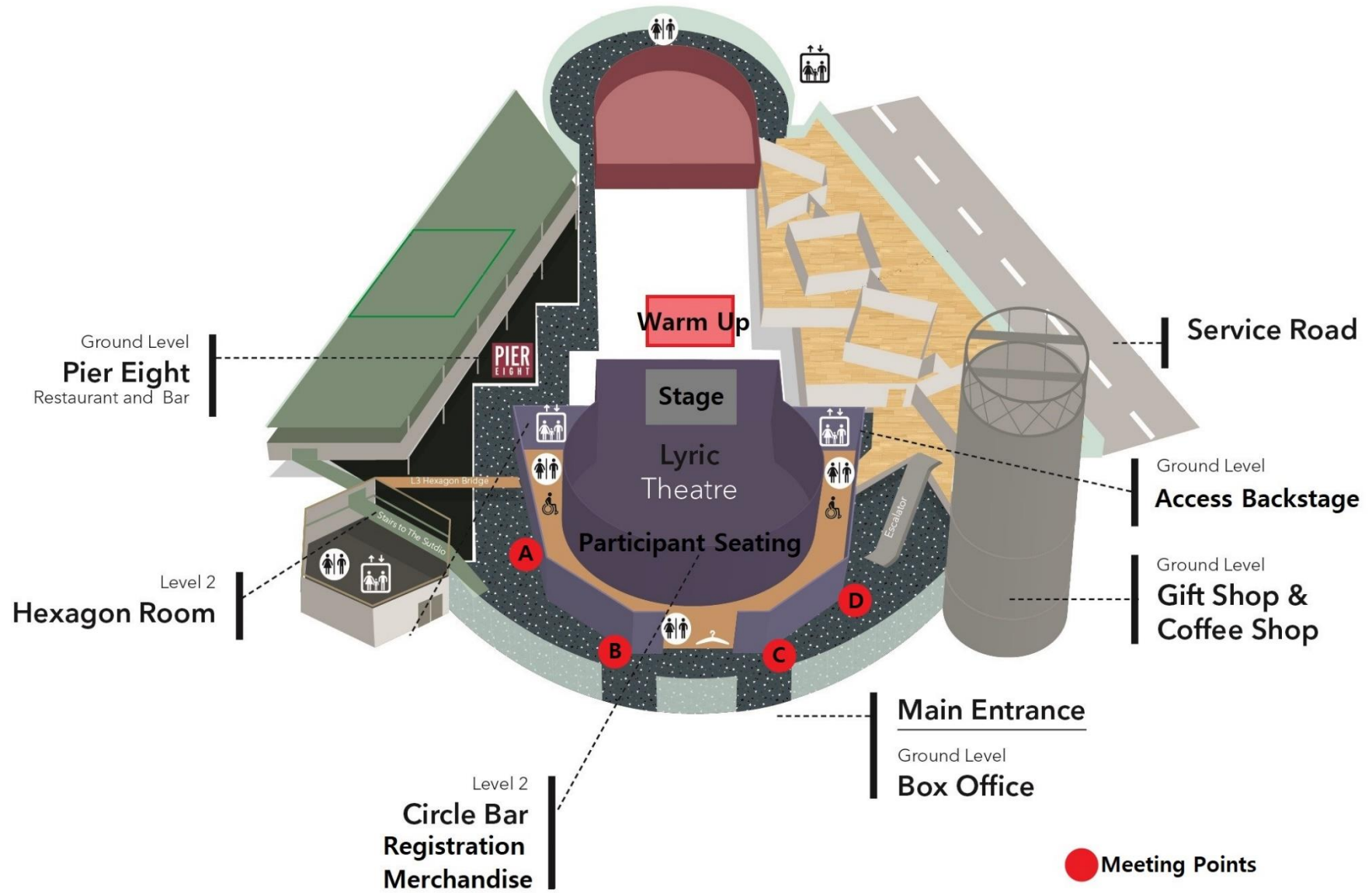
Stage Entrance →

→ Stage Exit



Amber line indicates the performance area of 12 metres width x 12 metres depth

Appendix 3 – Venue Schematic



Appendix 4 - Method Statement Template for the installation of team equipment at GymFusion events

[please insert Team Name here]

The Project:

To unload, construct, pack away and re-load team equipment for use within a gymnastics display routine at a British Gymnastics – Gymnastics for All, GymFusion event.

[Please summarise what this will entail for your team here].

Safety and Site Management

It is the policy of British Gymnastics to have a clean and efficient environment in which to work. In particular our aim is to ensure that our works do not impact on the works of other trades on the site. All components necessary for the construction of the team equipment will be kept in a tidy fashion and not allowed to infiltrate areas being worked by others. At the end of shift all items will be collected from the various operating areas to a single point.

British Gymnastics personnel will ensure that they are familiar with the site and that they attend the induction/safety processes as required by the event host venue or its agents. Team members will ensure that all working practices are deemed safe throughout the build of this project in accordance with British Gymnastics policy and safe working practice & procedures.

Scope of works

[Please insert an overview of exactly what it is you will need to do from the moment your vehicle arrives at the venue to the moment you depart here].

1. Delivery & unloading of equipment - [How will your equipment be delivered and unloaded and transported into the venue? -]
2. Storage of equipment – Team equipment will be stored in the wings of the stage in a tidy and well organised fashion allowing easy access for all persons to freely make their way past with no protrusions or trip hazards. *[Please be mindful that other teams may also be storing equipment ready for use alongside your equipment].*
3. Erection, assembly & placement of equipment – [Please specify how you will move, erect, assemble and place your equipment on the performance stage? -].
4. Safety check – Equipment will be checked for security and safety in accordance with British Gymnastics procedure by a suitably qualified coach prior to use.
5. Storage of equipment - [Please specify how you will disassemble and move your team equipment from the performance floor back into a storage position? -].
6. Removal & re-loading of equipment - [How will your equipment be removed from the venue and re-loaded into your vehicle(s)? -].

Equipment

[Please detail all of the individual items that make up your team equipment here].

Training

All persons involved with movement and installation of equipment must be suitably trained according to their specific role. Ultimate responsibility for the safe erection, assembly and placement of equipment lies with the responsible coach supervising the team. This coach must attend the coaches briefing and any other training or meetings specified by the Organiser.

Risk Assessments Specific and General

A specific risk assessment of each stage of the equipment installation process (as detailed within the scope of works) must be produced if the equipment is not supplied and maintained by a reputable supplier.

The use of team equipment in GymFusion events has taken place on many occasions. A number of General Risks have been identified.

1. Risk to other trades in the vicinity
 - i) All operatives will wear appropriate sports style clothing including sensible footwear.
 - ii) The installation and all processes will be supervised by appropriately qualified coaches.
2. Manual Handling
 - i) All operatives must use correct lifting techniques and must not attempt to lift anything which they feel is beyond their capabilities. The carrying of large items between areas must be done carefully and operatives must not walk backwards.
 - ii) Good communication must be maintained to ensure all involved know what is required of them.

Additional staff members may be able to assist with the placement of your team equipment. You must inform the Organiser before the event if you will require help at any stage with your equipment.

3. Collisions in the work area generally and specific
 - i) As equipment is transported to the correct areas within the event host venue every effort will be made to ensure a safe route to avoid collision with other teams working or members of the public. These safe routes must be determined and adhered to.
 - ii) There are potentially up to 10 persons working within the area and care is to be taken that only those working in a designated area are there.

Tools

No tools will be required in within the scope of these works.

Personal Protective Equipment (PPE)

All persons must have and wear at all times the following;

- i) Sensible sports type clothing (in accordance with BG policy)
- ii) Sensible footwear

Control of Substances Hazardous to Health (COSHH)

There are no items for which the above regulation applies

Task Based Risk Assessment

Risks are identified as follows;

- A. Risk likely to cause only minor harm and would not normally require any time off
- B. Risk likely to cause a level of harm possibly resulting in up to three days missing from work
- C. Risk likely to cause a level of harm possibly resulting in over three days missing from work

Unloading / loading equipment & storage within venue

[Team equipment will be unloaded in a sensible and methodical fashion allowing only one piece of equipment to be taken at a time before moving to the next item.

Identified Risks

1. Incorrect lifting technique - leading to possible muscular injury - Risk level B
 - i) Prevention - Persons must employ correct lifting technique
2. Dropping of equipment - leading to damage to equipment or personal injury - Risk Level A
 - i) Prevention - suitable clothing to be worn and safe routes only to be used to prevent personal injury - Care to be taken with handling

Assembly and disassembly of equipment

Identified risks

1. Incorrect lifting technique - leading to possible muscular injury - Risk level A
 - i) Prevention - Persons must employ correct lifting technique and stage area kept free from obstacles and or trip hazards.
2. Dropping of equipment - leading to damage to equipment or personal injury - Risk Level A
 - i) Prevention - suitable clothing to be worn and safe routes only to be used to prevent personal injury - Care to be taken with handling

Carrying of equipment to and from performance area

Identified Risks

1. Risk of collision with others - Risk level A
 - i) Prevention - keep to clear pathways, - Do not walk backwards

Please complete and return with your Team Information Sheet, please be aware your team will not be allowed to perform using non-standard equipment without this form.

If you are planning to bring your own equipment, if this equipment is not a standard item produced and maintained by a reputable gymnastics equipment manufacturer, please complete the following risk assessment. You may also wish to use this template to complete the standard risk assessments necessary for your club excursion.

Worst Case Outcome					Likelihood					Risk Rating		
5	4	3	2	1	5	4	3	2	1	Outcome X Likelihood		
Fatality	Severe	Lost time	Minor	No Injury	Certain	Very likely	likely	Unlikely	Remote	High	Medium	Low
	Injury	Injury	Injury							1	7 -14	1-6
										5 - 25		
What are the hazards?		Who might be harmed and how?		What are you already doing?			Outcome	Likelihood	Risk Rating	Action by whom?	Action by when?	Date Done
E.g. Injury to gymnasts due to incorrectly assembled equipment		Gymnast, Coach, Spotter		Pre event checks with, confirmation of when the equipment was tested and by which company.			4	1	4	Coach	Before submission of Risk Assessment	At event entry

Description of equipment/activity:

Appendix 5 - British Gymnastics Photography Regulations

British Gymnastics Photography Regulations

Notice of filming and photography

British Gymnastics may be taking photographs and filming for the purpose of promotion and education. Footage and images may appear on our website, social media channels, publications such as our newsletters, magazine, membership packs, marketing and education materials. Footage and images may also be circulated to media organisations for publication and broadcast, provided to our sponsors and suppliers to promote their association with British Gymnastics, and provided to our delivery and event partners for promotional purposes. A list of partners can be found at.

Media and selected publishers may also be present to capture their own photography and footage for the purpose of sports journalism and programmes, this may also include broadcast on television or online.

Selected commercial photo providers are accredited at British Gymnastics events to take photographs of those performing or competing as a service to spectators wishing to buy images. Official photo providers can be found at www.british-gymnastics.org/partners.

We respect your right to object, if you have any concerns, please contact the accreditation/event desk and speak to a member of the British Gymnastics Events Team, official technical staff or email data.protection@british-gymnastics.org

Photography at events

Photography and filming at this event are permitted in line with the British Gymnastics Photography Policy. Personal photography may only take place if utilising personal equipment in public areas of the venue only.

Photographic or video equipment which is generally recognised as professional equipment or intended for commercial use, including but not limited to high performance DSLR or mirrorless cameras, telephoto or zoom lenses or users with multiple lenses are not considered appropriate to be used with the exception of accredited media photographers.

The use of flash photography is not prohibited and must not be used at any time while gymnasts are warming up or competing/performing.

Photography or filming must not be used in a way that is inappropriate given the age of the participant, the context the image was taken in or in a way which could cause damage or distress to any individual or in any way that could bring the sport into disrepute.

If you have any concerns about images being taken, by any person, please speak to a member of the Events Team or the/an Event Welfare Officer.

Further guidance and the full British Gymnastics Photography Policy can be found online at british-gymnastics.org/governance

Appendix 6 -Drug Free Sport: Anti-Doping

The principle of fair play is a cornerstone of sport. British Gymnastics actively supports the anti-doping testing process.

The testing programme affects any elite gymnast performing at a national standard. All British Gymnastics organised events are notified to UK Anti-Doping (UKAD). Testing may take place at competitions, ('in competition') or 'out of competition' at National Squads, at home or in clubs.

If selected, a gymnast will be required to provide a urine sample and occasionally, a blood sample. Gymnasts under 16 years can be tested. Gymnasts competing in disciplines with an Age Group Competition may be tested within any of the age group categories. Consent is linked to all gymnasts with a FIG Licence, or parental consent established at the point of testing.

Gymnasts are advised to take an 'advocate' with them into the testing station. This could be a member of their medical team, a coach or a parent.

In all cases, gymnasts must declare all medications taken within the preceding 7 days. For a gymnast taking any medication, it is vital that these are checked on a regular basis and, if tested, declared. If you are competing nationally it is advisable that you check before every event. This can be done via the Globaldro website (www.globaldro.com), the Drug Enquiry Line (+44 (0) 800 528 0004) or by emailing information@ukad.org.uk

If you compete internationally, ensure you do not use alternative medications from abroad as their ingredients can differ to the UK version.

Any gymnast tested will need to know the name of the medication, the dosage and frequency, as well as state the condition it relates to. If a gymnast is currently on any medication(s) which require a Therapeutic Use Exemption (TUE) certificate, it is vital that British Gymnastics is aware of this, and to ensure TUE certification is available at the testing.

Supplements:

Diet, lifestyle and training should all be optimised before considering supplementation. Coaches and gymnasts should assess the need and consult with an accredited sports nutritionist or a doctor experienced in Sport and Exercise Medicine before using supplements. Supplements can become contaminated with banned substances during their production, which could lead to a positive finding. Under the principle of 'strict liability', it is the gymnast who is held accountable if a prohibited substance is found in a sample provided, whether intentional or unintentional.

Informed Sport is an official website that provides some information on supplements that have been batch tested: <http://www.informed-sport.com/about-informed-sport>

Prepared by Dr Chris Tomlinson