



# Gymfest Entry Information Pack

Ravenscraig,  
Motherwell

May 2026

## Introduction

Gymfest has just celebrated its 40th birthday in 2025, and we want to continue our celebrations into 2026 and make Gymfest the number 1 festival in the UK.

This entry pack contains details of the forthcoming event and the entry procedures, rules and regulations relating to Gymfest May 2026. Please ensure everyone who is coming to Gymfest is aware of the contents of this document to help support the smooth running of the event.

## Version History

Scottish Gymnastics reserves the rights to make amendments to this entry pack. Notification of a change to the entry pack will be communicated through the Scottish Gymnastics website, and an updated version will be made available to download at the time of change. It is the club/coach’s responsibility to ensure they are using the most up-to-date version of the entry pack.

All versions will be listed on this page, with reference to amendments made.

- Version 1 (08 December 2025)

## Scottish Gymnastics Contacts

Main contact: [gymfest@scottishgymnastics.org](mailto:gymfest@scottishgymnastics.org)

Main Office	<a href="mailto:info@scottishgymnastics.org">info@scottishgymnastics.org</a>
Events	<a href="mailto:gymfest@scottishgymnastics.org">gymfest@scottishgymnastics.org</a>
Wellbeing & Protection	<a href="mailto:safeguarding@scottishgymnastics.org">safeguarding@scottishgymnastics.org</a>
Education	<a href="mailto:coacheducation@scottishgymnastics.org">coacheducation@scottishgymnastics.org</a>
Membership	<a href="mailto:membership@scottishgymnastics.org">membership@scottishgymnastics.org</a>

## Roles and Requirements for Entry to Gymfest:

### Gymnasts

Anyone who performs in the routine including coaches who are on the performance floor are described as gymnasts and must pay as a participant. Gymnasts are required to hold a minimum of a current Scottish Gymnastics bronze membership (or equivalent governing body membership).

### Coaches & Helpers

There must be a coach in attendance who is qualified to the gymnasts' performance level and be a minimum of a level two in the relevant discipline(s).

**Please note:** There must be a lead coach leading and overseeing the routine who is not also on the performance floor, and coach-to-gymnast ratios must be adhered to.

All coaches are required to hold the relevant membership for their qualification level, a safeguarding award and a PVG through Scottish Gymnastics (or the equivalent from their respective gymnastics governing body).

Additional coaches (level one and above) can be accredited to be present at the event to assist with organising the team and the pastoral care of the gymnasts. Any coaching should only be done within the level of the additional coach qualification. Teams are able to bring helpers to Gymfest, including chaperones and choreographers. They should also hold the correct level of safeguarding and membership.

**Please ensure this is in place well before entry deadlines. Coaches should not be operating in clubs without being safely recruited with a PVG, safeguarding training and relevant references.**

All coaches should be entered through My BG. Any clubs that don't use My BG should email in their team list and qualifications for a verification check with their equivalent governing body.

#### **Important:**

Teams should make sure that there are sufficient coaches/chaperones to look after the team during non-performance times. The team seating will be well sign posted as gymnast and team seating area. Gymnasts wishing to watch the performances should do so in the team areas only and should be chaperoned by their team coaches/chaperones.

**Please inform parents/carers that gymnasts will not be able to watch from the main hall seats with parents/carers due to all seats being ticketed.**

If a club has two teams and the same coach(es) will be with both teams, please make sure there are sufficient chaperones for gymnasts for the other team when coaches are in warm up and performance.

#### **Please note:**

The practice of supervising gymnasts whilst working above the level of the coach's qualification is not allowed. The caveat that permits coaches to practice one level above their coaching qualification (appropriately supervised) in the coaching syllabus refers to a training environment only and is not permitted at Scottish Gymnastics events. Its purpose is to enable coaches to practice within the post course guided learning environment

following attendance at a course and in preparation for the examination, under the supervision of a suitably qualified Scottish Gymnastics mentor coach.

**If it is found that a club is in breach of these rules Scottish Gymnastics reserves the right to reject an entry on the grounds of gymnast safety.**

## Volunteers

Each club is required to submit a named volunteer for a minimum of a two-hour slot to assist with the smooth running of the event. This does not need to be a coach or helper, this can be a parent/guardian/older gymnast.

A volunteer is not required to have a membership. However, unless they have a PVG disclosure through Scottish Gymnastics from another role, they will be asked to complete a PVG Self Declaration form, which is available from the Scottish Gymnastics website.

If you have any young leaders within your club who would like to volunteer, then we'd love to hear from them! Volunteers should be a minimum of 14 years.

Clubs that don't provide a suitable volunteer will be charged £20.

## Entries per club

Scottish gymnastics want to encourage as many participating teams as possible at Gymfest and encourage clubs to enter multiple teams.

Where possible, all teams will be allocated one slot from one of the 4 sessions available during the weekend, Saturday AM, PM or Sunday AM, PM.

After the initial registration form closing date, any team that has applied for additional slots will be allocated these on a first come first served basis.

We cannot guarantee that clubs who want to enter more than one session will be allocated two sessions, so please keep this in mind if booking accommodation and travel.

## Closing Dates

We ask that all teams respectfully adhere to the closing dates. Please add the following dates to your diaries and plan to collect information from team members accordingly. If you miss a closing date, it cannot be guaranteed that you team will be allocated a performance slot:

- Initial registration opens - **Monday 8 December 2025**
- Initial registration closes - **Friday 9 January 2026 at noon**
  - My BG completed
  - Microsoft Teams completed for non-My BG users.
- Final registration opens - **Wednesday 14 January 2026 at 5pm**
- Final registration closes - **Wednesday 18 February 2026 at noon**
  - Final registration to be completed on Microsoft Teams for non-My BG users.
- Final registration form
  - My BG entry (gymnasts, coaches & helpers)

Late entry fees will be applied in 2026. Please check My BG for late entry fees and other payment policies. If you have any questions about this, please email [gymfest@scottishgymnastics.org](mailto:gymfest@scottishgymnastics.org)

## Entry Process

### Stage 1 - Initial Registration – Closes Friday 9 January 2026– one per team, per session

- Complete My BG Entry
- Complete Microsoft form (non-My BG users)

This form is where you secure your team a slot at Gymfest. There is a non-refundable deposit of £35 per team, per session. Any additional teams that are unsuccessful in securing a performance slot will be refunded the additional entry fee of £35

This form will allow you to pick which session you want to attend. Please only pick 1 session per team, unless you are attending 2 sessions.

### Stage 2 - Final Registration –Closes Wednesday 18 February 2026 - one entry per team and includes:

- Complete My BG Entry (coaches, gymnasts and helpers)
- Merchandise pre-order link sent
- Music submission if ready.

### Stage 3 – Music & Volunteer Deadline – Closes Wednesday 11 March 2026.

- Volunteer form completed on Microsoft Forms
- Final music submission
- Email music to [gymfest@scottishgymnastics.org](mailto:gymfest@scottishgymnastics.org)

## My BG Entry

[My BG's Gymfest May 2026 event page](#) is where be where you submit all coaches/helpers and gymnasts within your team and make payment.

Please make sure that each gymnast, coach, helper holds current membership and where appropriate, the relevant safeguarding information at the time of entry. Clubs will need to ensure that coaches and gymnasts have renewed their membership for 2025/2026.

Coaches and volunteers must check if their PVG or safeguarding training will run out between the entry deadline and the event. If this is the case, please ensure it is updated in plenty of time as a further check will be made just before Gymfest.

For those who have multiple teams, each team requires their own My BG entry. An additional entry will be opened and available under the current entries button for your other teams.

For those who do not have access to My BG, you will be supplied with an entry form to complete and payment will be accepted through PayPal. Details for this will be provided via email.

**Note: full payment for performers is to be made through My BG at the time of submission using a debit or credit card.**

*Late entries at final registration will only be considered in exceptional circumstances after the closing date.*

## My BG Categories

### Gymnasts

All individuals who are performing should be added into the relevant category. For example, if your team is performing on Saturday only, you should enter them into the one-day category.

Any coaches/helpers who are performing are required to be added into the performers' category and pay the performers fee. In the drop-down menu, 'gymnast' should be selected. If they are also coaching/helping throughout the weekend they should **also** be added into the coach/helper category.

### Coaches & Helpers

All coaches and helpers should be added into the 'coaches and helper' category on My BG, those performing are required to be added into both categories. If coaches are with more than one team, they should be entered into all teams. Coaches/helpers should select the following drop-down options:

- Coaches should select 'coach'.
- Helpers should select 'volunteer'.

## Withdrawals & Substitutions:

Amendments to the entry prior to the closing dates will not incur a fee.

Please Note:

- Any performer that withdraws after the closing date will not be refunded.
- Any substitutions of performers after the closing date will mean that one gymnast is withdrawing and the new performer will be required to pay the entry fee.
- **We cannot accept any changes to participating Gymnasts after 24 April 2026.**

Where it is necessary to substitute a coach/helper, the club must inform the Gymfest team in writing by emailing [gymfest@scottishgymnastics.org](mailto:gymfest@scottishgymnastics.org), the coach will then be checked for membership, awards, safeguarding and PVG before they can be accredited for the event.

When this is not possible through unforeseen circumstances or where information was not previously supplied, the substitute must inform the organiser immediately on arrival at the event and produce their coaching qualification, relevant safeguarding and PVG certificates as well as their membership details. Failure to do so will mean refusal into the event.

## Cancellation Policy

Should Scottish Gymnastics take the decision to cancel the event, event entry refunds will be made to the teams who have completed entries. This is in line with our general events cancellation policy.

## General Regulations

### Food and Drink

There may be restrictions within the performance areas with regards to food and drink. This is to manage food intolerances and allergies. It is the club's responsibility to manage any allergies with gymnasts. Please contact Scottish Gymnastics for any support with this.

### Babies and Young Children

In the interest of safety, and for the smooth running and professional presentation of the events, 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. We ask for your understanding on this and that you take this information on board to avoid any upset and stress at the event.

### Supervision of Gymnasts

Coaches must make adequate provision for the supervision of their gymnasts upon arrival at the venue. Gymnasts will not be allowed to register or begin warm up without their coach present. Please ensure you communicate to your teams and parents about where you will meet and where gymnasts should be picked up. Parents should not be in the warm up areas or team seating areas. Gymnasts should not be in the spectator seating section. Please ensure you have enough chaperones to take gymnasts to the team seating area. **Coaches must organise a meeting point to collect gymnasts that is not in a location that could cause disruption (not in corridors or registration area)**

### Medical Provision

Anyone requiring first aid assistance should speak to either the competition organiser or Scottish Gymnastics medical team. It is recommended that all coaches have a first aid kit with them for minor injuries.

At all Scottish Gymnastics events an official medical team will be appointed and will be available to treat gymnasts who sustain an injury at the event. The medical team are not able to treat pre-existing or chronic injuries.

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

Where a gymnast becomes unwell or injured at the event, the Scottish Gymnastics lead warm up hall manager will work with the head coach and will take advice from the first aid team as to whether the gymnast is able to continue. In the interests of the safety and well-being of the gymnast, the decision of the first aid team will be final and we ask that all teams respect this.

ADDED AT GYMFEST: for the avoidance of doubt any gymnast with an existing injury (need to clarify the injury but if arriving in a sling or a boot) is not permitted to perform to safeguard their welfare.

For injuries obtained at one of our events, an accident form should be completed by the coach in attendance. You can find these on the [Scottish Gymnastics Insurance Hub](#).

## Gymfest Memorabilia

### Medals

All participating gymnasts will receive a commemorative Gymfest medal, and we encourage all teams to take part in the presentation at the end of each session.

We have changed our medal ceremonies to ensure that every participant gets the opportunity to be presented with a medal during their allocated session. This is the participants opportunity to celebrate their performance and the event with their family and friends. Unfortunately, Scottish gymnastics are not in a position to post medals out to any clubs after the event.

If your team performs in more than one session, you can march on for each session. However, entry costs allow for one medal per gymnast. Therefore, please do not present yourself for a second medal as this may result in disappointment for fellow gymnasts. Coaches will be expected to assist in this respect.

### Merchandise

If you wish to guarantee your Gymfest t-shirt and hoodies, please use the merchandise pre-order link that is provided along with final registration information.

There are two ways to order the merchandise:

- Complete a club order and collect as a club
- Send out the merchandise link to your team members.
  - o Team members order separately and collect themselves on the day.

Pre-ordered items will be available to collect at the merchandise area.

Pre-orders must be placed by the given deadline, along with payment, to guarantee your size.

If you do not wish to pre-order your memorabilia, limited quantities and sizes will be available to buy during the event.

### Video, Film & Photography

This event follows the [Scottish Gymnastics Photography and Video Guidelines](#). These are available to view on the website. Please note that flash photography is not permitted during the warm-up or during any performance at the event. Volunteers and staff will be on hand to remind spectators of this rule, and should this disrupt the performance, the spectator may be asked to leave, where no refund will be provided.

Scottish Gymnastics accredited photographers and videographers may be present at the event. Media captured by those accredited on behalf of Scottish Gymnastics may be used by Scottish Gymnastics and our partners for the purposes of promotion, education and development of the sport. They may also be shared with relevant third-party organisations for journalistic/promotional purposes.

Clubs must ensure that gymnasts/parents are informed of the photography arrangements for the relevant event. Any gymnast or parent who does not wish themselves or their child to be photographed/filmed at the event must advise the Scottish Gymnastics Gymfest team.

## Health, Safety and Wellbeing

The health, safety and wellbeing of all participants (gymnasts, coaches, helpers, staff and officials) is our primary consideration. Teams should ensure they are up to date with all the relevant Scottish Gymnastics policies, and they are aware of their responsibilities.

We all want to ensure that Gymfest has a positive, safe, fun and enjoyable environment. Coaches, helpers and officials are reminded of the shared responsibility to give gymnasts a great experience and should ensure:

- Gymnasts are adequately prepared both physically and psychologically for performing their routines in a performance situation.
- A relaxed and minimal stress approach in the warm up and performance halls.

## Trips Away Policy

Travel permit applications must be completed by all clubs for any trips involving an overnight stay. If parents are travelling with the gymnasts, please still submit a travel permit so we are aware that these gymnasts are travelling. You can find more information about this on the travel and event permit section of our website.

> [Travel and Event Permits | Scottish Gymnastics](#)

## Terms & Conditions of Entry to All Events:

In addition to Scottish Gymnastics General Rules & Regulations -

- All entrants agree to be treated by Scottish Gymnastics appointed medical staff only and be bound by the decision of Scottish Gymnastics medical staff in relation to their ability to compete in the competition/event.
- Scottish Gymnastics reserves the right to refuse any entry and withdraw a participant or team at any time if they do not comply with Scottish Gymnastics regulations.
- You agree to abide by the Scottish Gymnastics photography policy.
- The person making the online entry on behalf of gymnast(s)/a club undertakes to ensure that those who they are making an entry on behalf of are fully aware of and agree to abide by the contents of this entry pack.

## Coach/Helpers Code of Conduct

- Coaches/helpers are expected to maintain a high standard of dress. Standard dress would include trainers, full-length tracksuit bottoms, t-shirt or polo shirt and tracksuit top/fleece identifiable with their own club logo. Jeans are not allowed.
- Coaches/helpers should ensure that long hair is tied back.
- Whilst a coach is carrying out a spotting or gymnast supporting role; all jewellery which includes watches and fit bits, must be removed. However, if the coach is evaluating performance or giving instruction only; (by this we mean coaching whilst not in direct physical contact with the gymnast or gymnastic equipment), jewellery may be worn.
- Coaches/helpers must ensure that their language and behaviour at all times is appropriate, reflecting highly on their club, themselves and the sport.
- Coaches are expected to show respect for their fellow coaches and event officials at all times.

- Coaches should ensure they only coach skills contained within their specific qualification. Routines performed at Gymfest must only contain skills that come under the qualifications of the coaches in attendance.
- Please refer to our full [Coaches Code of Practice](#) for further information.

## Spectator Tickets

Spectators must have a ticket prior to attending the event. Tickets should be ordered as far in advance as possible to avoid disappointment, as the event has limited capacity, and may sell out.

Tickets will go on sale approximately six weeks prior to the event on the Scottish Gymnastics website. This will be communicated to clubs and shared on social media. It is the club's responsibility to pass on the importance of buying a ticket prior to the event.

Ticket sales are non-refundable, so please check you are buying for the correct session. Ticket transfers may be made by emailing [gymfest@scottishgymnastics.org](mailto:gymfest@scottishgymnastics.org) but are not guaranteed.

Tickets will only be available to purchase at the event subject to availability and will be charged at a higher 'on the day' price. Discounts for weekend passes are pre-order only. If buying tickets on the day, you will only be able to buy individual session tickets.

The spectator programme will be available to view and download from the Scottish Gymnastics website prior to the event, or accessible via QR codes in the venue.

## Technical Information

### Team Registration at Gymfest

You must only register once your team have arrived at the event and intend to participate. Please inform the registration desk of any withdrawals as soon as possible. Each coach/helper must sign themselves in to receive their coach/helper team band. Teams will also receive bands for their gymnasts at registration.

### Access to Warm-up Areas

Access to the warm-up halls will be limited to those with team bands who have been checked for the appropriate pre-requisites. On arrival, coaches will need to register and collect accreditation from the team registration desk.

Please do not give out accreditation/passes to those not on your team list. Failure to adhere to this rule may result in action under conduct in sport being taken by Scottish Gymnastics. It's important that only those people who have been safely recruited lead teams around the warm up hall.

### Routine Construction

Please ensure that routines are constructed in a manner that meets the head coach qualifications (must be present on the day). If anyone would like to clarify what skills are covered in their qualifications, please consult the course syllabuses for your qualifications on [british-gymnastics.org/courses](http://british-gymnastics.org/courses).

## Music

Music should be uploaded on My BG to one gymnast within the team. Please see guide below on how to upload music.

- For performances, music should be a **maximum of 7 minutes** and a **minimum of 5 minutes**.
- If we go ahead with the Friday evening gala – music will be a maximum of **4 minutes**.
- To minimise disruption to the performance schedule, please ensure your music is at least 5 minutes.
- Music must be one single track for the full performance and should be in MP3 format.
- Always ensure you have a spare copy of music on a USB pen drive with you on the day in case of emergency.
- To achieve the best effect in the performance arena, a good quality copy of music must be used.
- **Music changes will not be accepted on the day of the event.**

The responsibility for checking the appropriateness of themes and music when planning display routines lies with the coaches, and ultimately the club. This should include checking that material which can be sourced (particularly by young children) through media searches.

Please ensure your music does not expose them to inappropriate lyrics, pictures, videos, dance and films. Please ensure that clean versions of songs are used. **Scottish Gymnastics reserves the right to refuse music deemed to be inappropriate.**

## Themes

We love seeing the creative themes that clubs come up with and showcase at Gymfest. Please ensure that the theme you choose is:

- Appropriate for a family audience
- Appropriate for a team of a varied age range to explore
- Is sensitive to world-wide events that may be happening

**We respectfully ask that teams do not create routines which involve the use of or imitations of guns, weapons or violence. We reserve the right to ask any team to amend their routine should it not meet these standards.**

## Costumes and Dress

Please ensure the choice of costume for your team is appropriate for the age group of the family event and is sensitive to the type of movements gymnasts will be performing.

When not performing, gymnasts should wear their tracksuits/hoodies etc. or be topless/minimally covered.

## Equipment

Performances will take place on a 12m<sup>2</sup> sprung floor. If you wish to use any additional equipment for your performance this should be clearly listed on your final registration form and approved by Scottish Gymnastics prior to the event. Teams will have to supply their own additional equipment as we cannot guarantee access to this. This includes additional safety matting.

Warm-up and run-through areas will be on matted surfaces. The final run-through will be on a 12m<sup>2</sup> sprung floor with music facilities available.

- **The use of motorised or electrical vehicles or aids is not permitted**

## Music Licensing

All music used in routines must conform to the relevant licensing requirements.

Certain tracks belonging to Disney, Andrew Lloyd Webber and Cirque du Soleil may be used, but this should be checked on the PPL website to confirm the track is included within their repertoire.

To check tracks, go to <http://www.ppluk.com/> scroll to the bottom of the page and click on 'PPL Repertoire Search' enter the artists name and title. Any music listed as part of the search can be used. If the track is not included within the listed tracks the club must apply directly to Disney, Andrew Lloyd Webber or Cirque du Soleil to use the track and pay the relevant licensing fees.

## YouTube

Please be aware when selecting your music for your routine, some files may be copyright protected which could affect your team's performance video playing on YouTube.

It's up to the copyright owners to decide whether others can reuse their original material, so your video may be blocked, the sound muted, or it may not play on certain devices.

This is not something Scottish Gymnastics has any control over, so please ensure your music files are of a good standard and comply with copyright law, so your performance can be seen, heard and enjoyed by everyone online.

You can find out more at <https://support.google.com/youtube/answer/6013276?hl=en-GB>

A member of the Scottish Gymnastic communications team will be available at the event to discuss this in more detail and the photography and video of the event. You can contact the team on [communications@scottishgymnastics.org](mailto:communications@scottishgymnastics.org).

Date	Gymfest 2026 – Friday 8, Saturday 9 and Sunday 10 May.													
Venue	Ravenscraig Sports Centre, Motherwell.													
Key Dates & Forms	<ul style="list-style-type: none"> <li>• Initial registration closes – Friday 9 January 2026 Please complete one registration form per team               <ul style="list-style-type: none"> <li>○ Complete your entry on My BG</li> <li>○ Non-My BG users please complete Microsoft forms.</li> </ul> </li> </ul> <p>Teams will be notified which slot(s) they have been allocated before final registration opens.</p> <ul style="list-style-type: none"> <li>• Final registration opens – 14 January @ 5pm</li> <li>• Final registration closes – 18 February @ 12pm               <ul style="list-style-type: none"> <li>○ Complete one Entry per team on My BG</li> <li>○ Non-My BG users please complete Microsoft forms.</li> </ul> </li> <li>• Music &amp; volunteer deadline – 11 March 2026.</li> </ul>													
Format	<p>Friday night gala – 6.00pm -9.00pm approx.            Saturday AM session- 9.00am -1.30pm approx.            Saturday PM session- 2.00pm - 6.30pm approx.            Sunday AM session- 9.00am -1.30pm approx.            Sunday PM session- 2.00pm - 6.30pm approx.</p> <p>We have a maximum number of performances per session – 25.</p> <p><i>*please note that these session times are only a guide and dependant on the number of entries and may be changed.</i></p>													
Entry Fee	<p><b>Team entry- Initial registration deposit is £35 per team per session.</b> This is non-refundable.</p> <p><b>Entry fee per gymnast:</b></p> <table border="1" data-bbox="375 1303 1316 1550"> <thead> <tr> <th>Days:</th> <th>Cost:</th> <th>Notes:</th> </tr> </thead> <tbody> <tr> <td>Friday night gala</td> <td>£12 Subject to interest</td> <td></td> </tr> <tr> <td>1 Day</td> <td>£29</td> <td></td> </tr> <tr> <td>2 Day</td> <td>£43</td> <td><b>Gymnasts only get 1 medal over the weekend.</b></td> </tr> </tbody> </table> <p><b>Coaches</b> Coaches are free, as long as they are registered with the club on My BG and have PVG and safeguarding training.</p> <p>Late submission of final entry on My Bg - £20 per team            Late submission of music fee - £20 per team            Non-volunteer fee - £30 per team</p>		Days:	Cost:	Notes:	Friday night gala	£12 Subject to interest		1 Day	£29		2 Day	£43	<b>Gymnasts only get 1 medal over the weekend.</b>
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<p>Entry Requirements</p>	<p>All performers - minimum of Scottish Gymnastics or British Gymnastics bronze gymnast membership (or governing body equivalent).</p> <p>All coaches - relevant membership for qualification, Scottish Gymnastics safeguarding award and PVG through Scottish Gymnastics in place (or governing body equivalent).</p> <p>All helpers- relevant membership, Scottish Gymnastics safeguarding award and PVG through Scottish Gymnastics in place (or governing body equivalent).</p> <p>Helpers should select the volunteer option from the drop down due to the limited options available on the system, this is not to submit the nominated volunteers.</p> <p><b>Club volunteers who are NOT coaches/helpers for the team should not be entered on the My BG entry.</b> Clubs should complete the volunteer Microsoft forms to submit their nominated volunteer for their two-hour slot.</p>
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