



# **25<sup>th</sup> FIG TRAMPOLINE GYMNASTICS WORLD AGE GROUP COMPETITIONS**

**Sofia (BUL)**  
**16-19 November 2017**



## **WORKPLAN**



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## 2. FOREWORD

This work plan for the **25<sup>th</sup> FIG Trampoline Gymnastics World Age Group Competitions** in Sofia to be held from 16 to 19 November 2017 has been developed between FIG Headquarters, the FIG TRA-TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2017):

- Statutes
- Technical Regulations
- World Age Group Competitions Rules
- Judges' Rules (General and Trampoline Gymnastics Specific)
- Trampoline Gymnastics Code of Points and Guide to Judging
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the Official FIG Competitions
- Doping Control Rules
- Regulations for Award Ceremonies
- Media Guidelines
- License Rules
- *and subsequent decisions of the FIG Executive Committee and TRA Technical Committee.*

All participating Federations commit to respect the FIG Statutes and all FIG rules and regulations, especially with regards to the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance" (Art. 11.10 of the Technical Regulations 2017).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, non-refundable entry fee, etc) and the LOC will not be allowed to participate in these World Age Group Competitions.

## 3. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Contact persons: Rui Vinagre and Alexandre Cola  
Avenue de la Gare 12A  
CH-1003 Lausanne  
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Website: [www.fig-gymnastics.com](http://www.fig-gymnastics.com)

### **FIG OFFICIALS**

Jury of Appeal President	Dong Min Kim
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## **FIG TRAMPOLINE TECHNICAL COMMITTEE (TRA-TC) and SUPERIOR JURY**

TRA-TC 1 <sup>st</sup> Vice-president	Miguel Vicente Mariño
TRA-TC 2 <sup>nd</sup> Vice-president	Dmitri Poliaroush
TRA-TC member	Nikolai Makarov
TRA-TC member	Tatiana Shuyska
TRA-TC member	Christophe Lambert

## **FIG ATHLETES' REPRESENTATIVE**

Athletes' Representative	Nuno Merino
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## **FIG STAFF**

TRA Sports Events Manager	Rui Vinagre
Sports Events Manager	Alexandre Cola

## **4. LOCAL ORGANISING COMMITTEE (LOC)**

### **BULGARIAN GYMNASTICS FEDERATION**

75 „Vassil Levski“ bd.

1040 SOFIA

Bulgaria

Tel: +359 2 9800626

Fax: +359 2 9800626

e-mail: bulgym@abv.bg

Contact Entity:

### **BULGARIAN TRAMPOLINE FEDERATION**

75, "Vasil Levski" blvd.

1040 Sofia, BULGARIA

Tel: + 359 444 73 10

fax: + 359 2 980 21 20

e-mail: bul\_tramp@abv.bg

website: [www.trampoline-bulgaria.com](http://www.trampoline-bulgaria.com) / [www.trawchsofia2017.com](http://www.trawchsofia2017.com)

Contact person:

Mariela STOYCHEVA

mob. + 359 888 58 59 68

### **ORGANISING COMMITTEE OFFICIALS**

President	Stoian DIMITROV
Events Manager & Head of TV	Mariela STOYCHEVA/ Boryana TONCHEVA
Competition and Venue Director	Bonka DIMITROVA
Competition and Venue	Nikolay IGNATOV
Volunteers Director	Simeon STOYANOV
Technical, Competition and Venue Director	Tencho GEORGIEV
Catering Director	Dimitar MUTAFCHIEV
Secretariat and accreditation Director	Mariela STOYCHEVA
Secretariat and accreditation	Evgeni YORDANOV
Head of Press and Media	Antoaneta ILIEVA
Secretary Trampoline & Tumbling	Mariela STOYCHEVA

## Information Center

The Information Center will be located at the Arena Armeec and will be in operation during all training, warm-up, and competition times. The Information Centre will be open 30 minutes before the start of the first training and 30 minutes after the last training / competition.

Delegations' Mail Boxes will be set up at the Information Center. All information regarding competition, warm-up and training, notification of meetings, transport, official functions, as well as FIG and LOC correspondences will be distributed via the delegations' mail boxes.

A special "Mail Box" authority card will be issued to each Head of Delegation or his/her Substitute. This card must be shown by the Head of Delegation or his/her substitute when collecting all information from their Delegation Mail Box. The delegation member designated to collect the information from the Delegation Mail Box will be required to sign for information collected.

**All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email.**

There will be no paper distribution (starting orders, intermediate results and final results) on site. For the Head of Delegation's (or his/her representative) email, delegation will be requested to inform LOC about the correct email address upon arrival.

## Liaison Officers

The Official Language will be English. Interpretation from and into any other language must be organized by the Delegations.

## 5. PROGRAMME (subject to changes)

DATE	DESCRIPTION	LOCATION
<b>Monday – 13.11.2017</b> All day	Arrival of delegations (no training available)	Arena Armeec
<b>Tuesday – 14.11.2017</b> 09:00 – 21:45 11:00 – 12:00	Training as per schedule Orientation Meeting	Arena Armeec (Warm Up/Training/FOP) Arena Armeec (Meeting Room)
<b>Wednesday – 15.11.2017</b> 09:00 – 21:45  10:00 – 12:00 12:00 14:00 – 16:00 16:00 17:00 – 19:00 19:00	Training as per schedule  Judges' meeting TRA Judges' instruction by Sportech (TRA) Judges' meeting TUM Judges' instruction by Sportech (TUM) Judges' meeting DMT Judges' instruction by Sportech (DMT)	Arena Armeec (Warm Up/Training/FOP)  Arena Armeec (Meeting Room) Arena Armeec (FOP) Arena Armeec (Meeting Room) Arena Armeec (FOP) Arena Armeec (Meeting Room) Arena Armeec (FOP)
<b>Thursday – 16.11.2017</b> 09:00 – 09:30  09:30 – 09:50 10:00 – 13:45 10:00 – 11:30 10:00 – 12:15 11:30 – 13:45 12:15 – 14:30 14:30 – 16:00  18:00 – 18:30 18:35 – 19:05 19:10 – 19:40 19:45 – 20:15 20:15 – 20:45	Judges instruction  Opening Ceremony 11-12 IND M & W – Qualifications 13-14 TUM M – Qualifications 15-16 DMT W – Qualifications 13-14 TUM W – Qualifications 15-16 DMT M – Qualifications 17-21 SYN M & W – Qualifications  11-12 IND M & W – Finals 13-14 TUM M & 15-16 DMT W – Finals 13-14 TUM W & 15-16 DMT M – Finals 17-21 SYN M & W – Finals Award Ceremonies	Arena Armeec (Meeting Room)  Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP)
<b>Friday – 17.11.2017</b> 09:20 – 09:50  10:00 – 14:50 10:45 – 13:00 11:30 – 13:00 13:20 – 15:35 13:20 – 14:50 16:00 – 17:30  18:00 – 18:30 18:35 – 19:05 19:10 – 19:40 19:45 – 20:15 20:15 – 20:45	Judges instruction  13-14 IND M & W – Qualifications 15-16 TUM W – Qualifications 17-21 DMT M – Qualifications 15-16 TUM M – Qualifications 17-21 DMT W – Qualifications 11-12 SYN M & W – Qualifications  13-14 IND M & W – Finals 15-16 TUM W & 17-21 DMT M – Finals 15-16 TUM M & 17-21 DMT W – Finals 11-12 SYN M & W – Finals Award Ceremonies	Arena Armeec (Meeting Room)  Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP) Arena Armeec (FOP)

*Programme (cont.)*

<b>Saturday – 18.11.2017</b>		
09:20 – 09:50	Judges instruction	Arena Armeec (Meeting Room)
10:00 – 15:35	15-16 IND M & W – Qualifications	Arena Armeec (FOP)
10:45 – 13:00	17-21 TUM M – Qualifications	Arena Armeec (FOP)
11:30 – 13:00	11-12 DMT W – Qualifications	Arena Armeec (FOP)
13:20 – 14:50	17-21 TUM W – Qualifications	Arena Armeec (FOP)
13:20 – 14:50	11-12 DMT M – Qualifications	Arena Armeec (FOP)
15:45 – 17:15	13-14 SYN M & W – Qualifications	Arena Armeec (FOP)
18:00 – 18:30	15-16 IND M & W – Finals	Arena Armeec (FOP)
18:35 – 19:05	17-21 TUM M & 11-12 DMT W – Finals	Arena Armeec (FOP)
19:10 – 19:40	17-21 TUM W & 11-12 DMT M – Finals	Arena Armeec (FOP)
19:45 – 20:15	13-14 SYN M & W – Finals	Arena Armeec (FOP)
20:15 – 20:45	Award Ceremonies	Arena Armeec (FOP)
<b>Sunday – 19.11.2017</b>		
08:50 – 09:20	Judges instruction	Arena Armeec (Meeting Room)
09:30 – 14:20	17-21 IND M & W – Qualifications	Arena Armeec (FOP)
10:15 – 12:30	13-14 DMT M – Qualifications	Arena Armeec (FOP)
11:00 – 12:30	11-12 TUM W – Qualifications	Arena Armeec (FOP)
12:50 – 14:20	11-12 TUM M – Qualifications	Arena Armeec (FOP)
12:50 – 14:20	13-14 DMT W – Qualifications	Arena Armeec (FOP)
14:30 – 16:45	15-16 SYN M & W – Qualifications	Arena Armeec (FOP)
17:00 – 17:30	17-21 IND M & W – Finals	Arena Armeec (FOP)
17:35 – 18:05	11-12 TUM W & 13-14 DMT M – Finals	Arena Armeec (FOP)
18:10 – 18:40	11-12 TUM M & 13-14 DMT W – Finals	Arena Armeec (FOP)
18:45 – 19:15	15-16 SYN M & W – Finals	Arena Armeec (FOP)
19:15 – 19:45	Award Ceremonies	Arena Armeec (FOP)
<i>follow</i>	Closing Ceremony	Arena Armeec (FOP)
21:00	Farewell Banquet	Marinela Hotel Sofia
<b>Monday – 20.11.2017</b>		
All day	Departure of delegations and Authorities	Arena Armeec

*Note: All timings are subject to slight alterations*



## 6. PARTICIPATION RIGHT and ACCREDITATIONS

### Accreditation Principles

Please refer to the directives for details on the participation rights, maximum delegation size, supplementary accreditations, payment procedures, and insurance deadlines.

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these World Championships and who are not on this list must send to the FIG office (attention Mr. Loïc Vidmer at [lvimer@fig-gymnastics.org](mailto:lvimer@fig-gymnastics.org)) a copy of his/her medical certificate/diploma duly translated in English or French and must complete the "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events (2015 edition)" form which can be downloaded from the FIG database after creating a profile for medical staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

### Accreditation Principles

FIG Accreditation rules have to be strictly respected and applied notably as far as the number of accreditations and transferable access cards (TAC) per federation is concerned. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Card at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC (if applied). The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member's transferable access card. The accreditation card is also necessary to pass the security controls and have access to lunch and dinner.

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case.

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (EUR 100).

### Transferable access cards (TAC)

The TACs are only transferable **within** the NF's official delegation and **appropriate function**. They can only be used in conjunction with the primary accreditation card.

Lost or stolen transferable cards shall not be replaced.

### Accreditation Center

Accreditation will take place in the Information Center which is located at the Arena Armeec, and will be open as follows:

- 13-14 November 2017 from 08:00 to 20:00

Accreditation and inscriptions are managed by sporttech.io system. Each Federation will receive an email from LOC with specific instructions early October.

Accreditations will be distributed to the Head of Delegation or his/her substitute, at the Information Center upon arrival of the Delegations.



No additional accreditations may be issued without the prior approval of FIG (for changes after the on-line nominative registration (please refer to Appendix 1). Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

Any additional person is to the nominative list considered as a spectator and must buy entry tickets.

A copy of valid passport (format JPG) is to be submitted by email to the LOC via email [bul\\_tramp@abv.bg](mailto:bul_tramp@abv.bg) until 11 October 2017 at the very latest.

**Delegations who did not respect this directive will have to wait at the accreditation center.**



If the accreditation info and the passport copies have not been submitted as per instruction at 11 October 2017 at the latest, there will be a charge of EUR 10 for each photo taken at the accreditation center.

The accreditation sent without pictures will not be handled with priority. You may wait at the accreditation center.

### **Control and Distribution of the Required Material**

Upon accreditation Heads of Delegations or their substitutes will be requested to:

- present to the LOC the valid passport of all Delegation Members for proof of identity and Nationality. A scan of the passports of each gymnast and judge will be made by the LOC and handed out to the FIG.
- make any necessary payments (insurance, accommodation, additional accreditation, etc.)
- show proof of the cover note or photocopy of the valid insurance policy
- check the correct names of their complete Delegation
- verify the accommodation and meal requirements
- verify the return flight schedules
- hand in a CD with the music of their Federation national anthem (Appendix 3)
- confirm their national flag presented by them to the LOC
- hand in 1 copy of each of the official forms for Difficulty - Competition Cards (Appendix 4) with all routines.

In principle, no changes can be made to the Competition Cards. Changes will be accepted only in case of injuries or minor accidents, or for other important reasons, subject to approval by the FIG Superior Jury.

A revised work plan, starting order, and schedules will be given to the Head of Delegation upon accreditation if needed.

### **Delegation Seating**

The LOC will reserve a number of seats for the seating of the accredited delegation members in the venue. These seats will be available on a first come, first served basis. Delegates will be requested not to sit in any other spectator seats within the arena unless permitted to do so by a representative of the LOC. Reserved places will also be put at the disposal of Press, Radio, Television, Photographers, authorized officials and guests of honours (Appendix 5).

## **7. INSURANCE**

Please refer to the directives for details on the insurance policy.

## 8. CHANGE OF START LIST

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- If gymnasts get injured or ill before the arrival at the place of the competition (between the Nominative Registration and the Accreditation), the injured or sick gymnasts can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 2).
- In the case of injuries or illness between the time of accreditation and until 24 hours prior to the beginning of the respective Qualifications the federation is allowed to change accreditations. The gymnast injured or ill must return their accreditation and another gymnast can be accredited. The FIG and the LOC must be informed immediately (Appendix 2).
- 60 minutes prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG/LOC medical doctor), a gymnast can be substituted (Appendix 2).
- In the case of injuries or illness with medical certificate verified by the official FIG / LOC medical doctor of one of the confirmed gymnasts in qualification from 60 min prior to the beginning of qualification or team final and until the end of qualification or team final, one reserve gymnast substitute by the NF. The substitute shall take exactly the same place as the replaced gymnast

**In all above mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).**

- After 24 hours prior to the beginning of Qualification, no accreditations can be changed. The 24 hour period is from the start of the day of Qualification (Group 1).

In case a Federation withdraws a gymnast from the Qualification Round, his place in the starting order will not be taken by the next gymnast from the same Federation. I.e. if **ABC 2** is withdrawn the **ABC 2** place will remain “empty”.

## 9. VENUE

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For general layout of the Offices and “back of the house”, Training and Warm-up area, Field of Play (FOP), please see Appendix 5.

## 10. TRANSPORTATION and VISA

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Please refer to the directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and Deadlines. For earlier or later departures, please contact directly the LOC in order to discuss the local transportation possibilities.

### Arrivals

Accredited delegations that stay at one of the official hotels and book their accommodation through the Organizing Committee will be provided with local transport from Sofia Airport to the hotel and back, and from hotel to the venue and back.

Transportation to/from other national traffic points can be arranged on payment.

### Departures

If entitled, local transportation will be coordinated by the LOC from the Official Hotels to Sofia International Airport based on the information collected from the delegations. Each delegation will be asked to confirm the departure details of their members at Accreditation. A detailed schedule for departures will be distributed via the Delegation Mail boxes.

## Phone Number

Responsible persons for Transportation:

- Transfer: Iliya ZAPRYANOV, +359 88 631 7037, +359 87 810 0091
- Shuttle: Iliya ZAPRYANOV, +359 88 631 7037, +359 87 810 0091

## 11. ACCOMMODATION

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Please refer to the directives for details on the selection of official Hotels, locations, payments coordinates and cancellation policy.

## 12. MEALS

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Please refer to the directives for details on the selection of meals, official Hotels, locations, payments coordinates and cancellation policy.

### Farewell Banquet

Accredited Delegation members (with the exception of media), who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Banquet.

This function will be held at the Marinela Hotel Sofia on 19 November 2017 from 21:00 to 01:00.

Additional tickets are available for delegation members not staying at the official hotels. These tickets are EUR 40 per person sold in advance (Please refer to the Directives).

Farewell banquet tickets may also be purchased onsite at an additional higher cost (EUR 60) by 15 November 2017.

Dress code for Farewell Banquet: casual.

## 13. TRAINING

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### Official training schedules

The official training schedules for the event are attached for your consideration (Appendix 6).

After the Qualifying Rounds, training will be only available to those who have qualified for the finals.

Changes to the official scheduled training hours will not be accepted and delegations must respect the designated training times and the allocated areas.

### Early training opportunities

Delegations arriving earlier than the official arrival date are requested to contact the LOC in order to receive information on early training opportunities if needed. All costs related to these early trainings opportunities will have to be covered by the Federation concerned.

## 14. WARM-UP

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For the Qualification Round and Finals, in addition to the allocated warm-up time in the warm-up area, a 30 seconds warm-up period (TRA) / 2 passes warm up (TUM & DMT) will be granted to each gymnast on the competition equipment (according to 12.2 of the CoP).

Please note that gymnasts abusing the right to warm-up may receive a penalty according to the Trampoline Gymnastics Code of Points 2017-2020.

## 15. COMPETITION

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The Competition Director and the Floor Managers will be in charge of the competition, warm-up, and training areas. All instructions given by them must be strictly observed, especially during TV broadcast (i.e. in relation with the marching in and out, Kiss & Cry, etc.).


### Announcements, Roll Calls and March-in

During the competitions, the announcements will be made in English.

The first roll call will be conducted in the warm up hall 10 minutes prior to the start of the respective competition. The second roll call will be conducted at the entrance of the competition hall 5 minutes prior to the start of the respective competition. The gymnasts must remain in position and may not leave within these 5 minutes.

For march-in, the gymnasts are required to wear their competition attire.

The competitions will be held in accordance with the 2017 FIG Technical Regulations including Section 4 for Trampoline Gymnastics, Reg. 4.3.1-4.3.3 and FIG Trampoline Gymnastics Code of Points.

 *Please note that at these World Age Group Competitions, the start signal for the gymnasts (according to §13.1 in the CoP) is when the Chair of Judges Panel give permission to start, after the name of the gymnasts is announced by the speaker.*

### Competition

Based on the Definitive Registration entries and in accordance with the FIG Technical Regulations, the gymnasts' drawing of lots was conducted on 05 September 2017 in Lausanne (FIG Headquarters) by FIG Secretary General – André Gueisbuhler accompanied by the Trampoline Gymnastics Sports Events Manager - Rui Vinagre.

Based on the drawing of lots the starting orders in the different categories have been established (see Appendix 7). The starting order will be according to the nominative registrations made by the member Federations, where the gymnasts are written down from 1 to 4. (e.g. the first competitor on the online registrations from national federation **ABC** will compete in the position of **ABC 1**).

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Sofia. The FIG, in consultation with the TRA TC and the LOC reserves the right to apply minor adjustments to the draw and starting order should the nominative registrations received generate organizational problems in terms of training, warm-up and competition schedules.

## Competition Schedules

Please see Appendix 8.

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### 16. KISS & CRY

The number of persons authorized in the Kiss & Cry is 1 gymnast and 1 official (with TAC only).

This rule has to be strictly respected; any violation of it will result in a fine.

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### 17. FIG CERTIFIED APPARATUS

#### **Trampolines:**

Manufacturer Supplier: Eurotramp Ultimate 4X4 Trampoline

Reference number: 03250

#### **Tumbling Tracks:**

Manufacturer Supplier: Euro Gymnastics Equipment

Reference number: Skakoun tumbling track (sktumd14a)

#### **Double Mini-Trampolines:**

Manufacturer Supplier: Eurotramp Ultimate 6X6 DMT

Reference number: 23200

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### 18. JUDGE'S PANELS, SUPERIOR JURY and JURY of APPEAL

#### **Superior Jury**

The Superior Jury will consist of Mr. Miguel Vicente Mariño as President of the Superior Jury and TRA-TC members:

- Miguel Vicente Mariño
- Dmitri Poliaroush
- Nikolai Makarov
- Tatiana Shuyska
- Christophe Lambert

#### **Judges (All)**

Only judges with the appropriate and valid category of brevet for their function for this XIV Cycle (2017-2020) will be authorised to judge in Sofia.

Judges are requested to arrive in Sofia the day before the Judges' Instruction and to be available until the last day of the competition. Judges not taking part at the Judges Meetings/Judges Instructions will not be able to integrate the panels.

All judges will be "labelled" according to their nationality, i.e. they are presented as representing their NF on the scoreboards, on printed judges' lists and results, in TV graphics, etc.

## Chairs of Judges Panels

The Chairs of Judges' Panels will be nominated on site by the TRA-TC and will be made public at the Judges' Meeting.

## Difficulty, Execution and Horizontal Displacement judges

All D, E, and H S Judges for the respective Qualification Rounds will be drawn during the Judges' meetings on 15 November 2017.

In the draw of judges for the finals, if possible, only E judges whose federations are not represented in the final will participate.

For all draws, priority will be given to the highest ranked judges present at the competition.

## Jury of Appeal

The Jury of Appeal is:

- Dong Min Kim (President)

2 other persons (members) will be designated in accordance with the matter of the appeal. In case of a judge's appeal, persons not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

## 19. SCORING

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Sportech will provide the official scoring equipment for these World Age Group Competitions. The Sportech equipment will be used for the data management of the start lists, scores and results.

The list of competitors and judges' assignments will be distributed before each competition.

## 20. INQUIRY

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Please refer to Technical Regulations, Section 1, Reg. 8.4.

Only inquiries for the difficulty scores are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the end of the exercise of the following gymnast; for the last gymnast of a group, this limit is one minute after the score is shown on the score board.

The person designated to receive the verbal inquiry (Inquiry Officer), seated at the Head Table, has to note the time of receiving it and this starts the procedure. Only the accredited coaches in the competition area are entitled to submit an inquiry. Late verbal inquiries will be rejected.

A federation is not allowed to complain against a gymnast from another federation. Inquiries for all other scores (i.e. Execution, Horizontal Displacement, Synchronised and Time of Flight) are not allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and requires **an agreement of payment** of:

- USD 300.- for the first complaint
- USD 500.- for the second complaint
- USD 1'000.- for the third complaint

**Federations shall not pay cash when submitting the inquiry (no cash money on the FOP; invoices will be sent later by the FIG Headquarters to the NFs concerned.**

Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

Should the inquiry prove correct and is accepted, this sum will not be invoiced by FIG to the Federation. Otherwise, the sum will be invoiced by FIG to NF and will be transferred to the FIG Foundation.

Every inquiry must be examined by the Superior Jury and a final decision (which may not be appealed) must be taken at the very latest:

- at the end of the group for the Qualifying competitions
- before the score of the following gymnast is shown for the Finals.

Additional information is laid down in the Technical Regulation, Section 1, Reg. 8.4.

Inquiry Form is attached (Appendix 9).

## 21. CEREMONIES

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### Opening Ceremony

The Opening Ceremony will take place on 16 November 2017 in Arena Armeec at 09:00. Further detailed information will be given during the Orientation Meeting.

The Judges', Coaches' and Athletes' Oath will be read during the Opening Ceremony according to the Technical Regulations, 2017 edition, Reg. 7.12.

### Award Ceremonies

All award ceremonies will take place according to the General Programme and will be carried out in accordance with the FIG Regulations for Award Ceremonies. On the podium, awards will only be presented to the medal winners as follows:

Individual Finals	Individual Gymnasts ranked 1 <sup>st</sup> to 3 <sup>rd</sup>
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Please ensure that your Federation's medallists are in time for the line-up prior to the ceremonies. The athletes must wear the correct competition attire for the Award Ceremony.

### Closing Ceremony

The Closing Ceremony will take place after the last award ceremony, on 19 November 2017.

## 22. MEDICAL SERVICES

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The medical service is provided by the Local Organizing Committee according to the FIG Rules "MEDICAL ORGANISATION OF THE FIG COMPETITIONS". Please refer to appendix 11.

Upon the World Championships accreditation the document "Medical and anti-doping practical information" will be handed out to each delegation. It contains information regarding the access to medical care and mentions useful contact details in case of emergency.





The LOC will be responsible for providing medical coverage and suitably equipped first-aid room for injuries sustained in the Competition Hall, Warm-up Hall and Training Halls. Medical Centers for essential emergency services with a team of doctors and physiotherapists (sportive and first-aid) will be available for all accredited persons during the competition, warm-up and training periods. These Centers will be equipped as follows: defibrillators, stretchers, medical bags for first-aid and refrigerators with ice.

Dr. Martin IVANOV will act as the official Chief Medical Officer. For emergencies, traumas, medical treatment or request outside of the competition, warm-up and training times, please contact the doctor on duty at the 24 Hours Emergency Department.

The Official hospitals will be:

- University Multi-profile Hospital for Active Treatment and Emergency Medicine “Nikolay Ivanovich Pirogov”,  
21 Totleben Blvd., Sofia (BUL),
- Tokuda Hospital Sofia  
51B Nikola I. Vaptsarov Blvd., 1407 Sofia (BUL)
- University Hospital “Sofiamed”  
16 G. M. Dimitrov Blvd., 1797 Sofia (BUL)

The certified Delegation Medical Team, responsible for the corresponding Federation, may provide the necessary medical care for their Delegation members under the provisions of their own licensing and liability coverage. The LOC will not provide team medical staff with medical credentials, hospital privileges, and/or liability coverage. In the case of emergency or medical treatment being required in the official hospital, or medical treatment for a Delegation without Medical staff, the LOC Medical Team will assist with the requests from the delegations.

A leaflet which will provide practical information on medical and anti-doping issues will be distributed by LOC to all Delegation at accreditation.

Please refer to Appendix 10 for the Gymnast’s Injury Report Form.

## **23. ANTI DOPING CONTROL and THERAPEUTIC USE EXEMPTIONS**

Under the supervision of the FIG, anti-doping control will be organized according to the valid WADA Code, Standards and FIG Anti-Doping Rules.

The anti-doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition.

No TUE request will be accepted nor approved on spot, except for duly justified emergency cases

## 24. MEETINGS and INSTRUCTIONS

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### **Orientation Meeting**

The Orientation Meeting will take place on 14 November 2017 from 11:00 to 12:00 at the Arena Armeec (Meeting Room). The language for this meeting is English without simultaneous translation.

Very important information concerning the detailed organisation of these World Age Group Competitions (running of the competitions, opening, closing and award ceremonies, ...) will be given by the LOC and FIG.

Participation is compulsory as per Technical Regulations, Section 1, Reg. 5.12. Unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the NF, to be paid to the FIG. Delegation representatives have to attend this meeting with a max of 2 accredited members per delegation, including the Head of Delegation or a substitute. Judges may not represent their country at the Orientation Meeting.

### **Judges' Instructions Meetings, Briefings and Draw**

The Judges' meetings will be held in Arena Armeec – Meeting Room on 15 November 2017, as follow:

- TRAMPOLINE – 10:00
- TUMBLING – 14:00
- DOUBLE MINI-TRAMPOLINE – 17:00

All judges are required to take part in the respective meeting and at subsequent instructions. Judges who do not participate in the judges' instruction and meetings will not be authorized to judge; they will receive warnings and possibly other sanctions as well.

The draws of the Judges' Panels for the Qualification will be conducted by the Superior Jury.

The judges must respect the FIG dress code during competition days.

### **Superior Jury (TC) Meeting and Video Analysis**

A continued evaluation of the judge's work will be carried out by the Superior Jury. This will be done by observation and scoring during the competitions and by a global video analysis after the competitions by the responsible members of the Superior Jury. In case mistakes are established, the guilty judges will be punished accordingly.

### **Sportech**

The Sportech Instructions will be held in the Arena Armeec, after the respective Judges Meeting (please refer to the Programme).

## 25. MEDIA and TV

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### Media accreditation

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Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact LOC Media Officer Ms. Antoaneta Ilieva at antoaneta.ilieva@kanal3.bg.

The FIG Accreditation Rules and Media Rules have to be strictly respected.

### Media Positions

#### Training halls

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Media representatives are welcome in the training halls. However, they are kindly requested to remain in the designated areas (Zone 11) and not to disturb the training.

#### Warm-up halls

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Warm-up halls are a No Go Zone for the media. Access will not be authorised.

#### Podium training

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All accredited media representatives have free access to the Field of Play during the official podium training sessions. ENR card holders are accepted with cameras.

#### Kiss and Cry Area

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Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

#### Award ceremonies

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After the playing of the national anthem, gymnasts are requested to face all directions, together, to wave to the spectators and to allow photographers to take photos of all medallists.

#### Publicity on competition attire – National Emblems

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Publicity and national emblem rules on attire and equipment must be strictly respected as per the FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the online Publicity form if deemed necessary by 16 October 2017 in order to have it approved. Should you need additional information or clarification, you may contact tv@fig-gymnastics.org for further assistance.

#### Cameras and video recording

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In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' seating is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and / or publishing any such video and / or sound recordings including on social media and the internet.

The only exceptions are the host broadcaster, rights holders and IRCOS cameras.

All exercises will be recorded in high definition by digital video cameras (IRCOS). The official FIG IRCOS footage will be available for sale to all FIG member federations.

Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

## 26. SPONSOR'S AREA

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Only FIG and BUL (Bulgarian Gymnastics Federation) approved sponsors will have a promotional booth in the public area, at the Arena Armeec.

## 27. USEFUL INFORMATION

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### **Ticketing**

Tickets for these World Age Group Competitions can be bought by ordering on the WCH website:

[www.trawchsofia2017.com](http://www.trawchsofia2017.com)

### **Currency**

The BUL currency is Bulgarian Lev (BGN)

### **Power Supply**

Voltage 230 V; frequency 50 Hz.

### **Plugs**

Type F plugs are used in Sofia (BUL).



### **Weather in Sofia in November**

Average minimum: 1°C / 34°F

Average maximum: 15°C / 59°F

Hours of Sunshine: 10

### **Time (GMT)**

During the event, Sofia will be on Winter Time (UTC/GMT +2 Hr).

## 28. SUMMARY OF REMAINING DEADLINES

For the FIG	Deadline
Nominative Registrations	16 October 2017
Online Publicity (not compulsory)	16 October 2017
Media Accreditation	25 October 2017

For the LOC	Deadline
Travel Schedule (Arrivals)	16 October 2017
Travel Schedule (Departures)	16 October 2017
Farewell Banquet (if applicable)	16 October 2017
Accommodation & Meal Costs (Final Payment)	16 October 2017
Accreditation at the charge of the Delegations or the FIG Authority	16 October 2017

Lausanne, 02 October 2017

**Fédération Internationale de Gymnastique**

  
André F. Gueisbuhler  
Secretary General

### List of Appendices

- Appendix 1: Request of Accreditation changes
- Appendix 2: Change of Start List (Gymnasts)
- Appendix 3: National anthem and Flag confirmation
- Appendix 4: Competition Cards
- Appendix 5: Layout of FOP, Offices and “back of the house”
- Appendix 6: Training Schedules / Training Groups
- Appendix 7: Starting Order (by NF)
- Appendix 8: Competition Schedules
- Appendix 9: Inquiry Form
- Appendix 10: Gymnasts Injury Report
- Appendix 11: FIG Rules regarding “Medical Organization of FIG Competitions”