

FEDERATION INTERNATIONALE DE GYMNASTIQUE



WORKPLAN



FIG ACROBATIC WORLD CUP

PUURS – BELGIUM

11 - 13 FEBRUARY 2016



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1. GENERAL INFORMATION

The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these World Cup Rules for Acrobatic Gymnastics:

- Statutes
- Technical Regulations
- Code of Points
- Judges Rules and Code of Ethics
- Medical Organization of the Official FIG Competition
- Doping Control Rules
- FIG Media Rules
- FIG Apparatus Norms
- FIG Advertising and Publicity Rules
- Regulations for Awards Ceremonies
- and subsequent decisions of the FIG Executive Committee

2. COMPETITION VENUE

De Vrijhals

C. Verschaevenstraat 15

2870 Breendonk – Puurs (Belgium)

☎: +32(0)3 886 05 28

3. FEDERATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Fédération Internationale de Gymnastique (FIG)

Contact Person: Rui Vinagre

Avenue de la Gare 12

1003 Lausanne (Switzerland)

☎: +41 (0) 21 321 55 10 / Direct +41 (0) 21 321 55 32

e-mail: rvinagre@fig-gymnastics.org

website: www.fig-gymnastics.com

Technical Delegate FIG	Yuri Goliak
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4. ORGANISING FEDERATION

Royal Belgian Gymnastics Federation – Flemish League (Gymnastiekfederatie Vlaanderen vzw)

Zuiderlaan 13 – 9000 Gent

Contact person: Leen Foré

☎: +32 (0) 9 243 12 05

e-mail: leenfore@gymfed.be

website: www.gymfed.be

5. LOCAL ORGANISING COMMITTEE (LOC)

Ambitious Pro Gymnastics

Jan De Donckerlaan 4 – 2870 Puurs

Contact person: Danny Cuyt

☎: +32 (0) 477 25 44 81 - +32 (0) 496 16 80 33

e-mail: Danny.Cuyt@telenet.bewebsite: www.fiac.be

President (Royal Belgian Gymnastics Federation – Flemish League)	Gilbert Vercammen
LOC President	Danny Cuyt
Competition Manager	Leen Foré
Financial Manager	Danny Cuyt
Administration Manager	Sandra Van Buggenhout
Accommodation Manager	Danny Cuyt
Transport Manager	Bart Kiebooms
Medical Responsible	Jos Weckx
Infrastructure and Security Manager	Bart Kiebooms
Press and Communication Manager	Johan Michiels
HR Manager	N.A.
Catering Manager	Gust Verbeeck

6. PROVISIONAL PROGRAMME

Day	Date	Hours		Programme
Monday	8 th of February	All day		Arrival delegations
				Free training
Tuesday	9 th of February	All day		Arrival Delegations
				Free training
Wednesday	10 th of February	10h00		Judge Meeting
		09h30	15h00	Podium training World Cup
		16h00		Orientation meeting
Thursday	11 th of February	16h25		Start warming up
		17h15	19h30	Qualifications 1 st exercise World Cup
Friday	12 th of February	16h25		Start warming up
		17h15	19h30	Qualifications 2 nd exercise World Cup
Saturday	13 th of February	17h10		Start warming up
		18h00	19h50	Finals World Cup
		19h50	20h20	Award Ceremony
		21h00		Farewell Party
Sunday	14 th of February	All Day		Departure of Delegations

7. ACCREDITATION

Accreditation Centre

Each delegation will be taken to the accreditation desk at the competition venue upon arrival.

The following items will be checked there:

- FIG license
- Total payment of participation
- Insurance: Every delegation member needs a valid insurance against illness, accidents and repatriation for all the members of their delegation (cover note or photocopy of the valid policy)
- National flag: Delegations are requested to bring in their national flag at the accreditation.
- Transport – confirmation of departure
- Check correct names of delegations
- Present passports of all competitors and judges for the control of nationality and age.

The definitive work plan will be given to the Head of Delegation on accreditation.

When all the commitments are fulfilled, you will receive the accreditations for your delegation. An accreditation is personal, non-transferable and compulsory to receive access to the training & competition hall, the lunch & dinner hall and the farewell dinner. All participants and officials are required to wear their accreditation at all times!

In case you lose your accreditation, you will have to buy a new one! (€ 100).

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 their coaches / medical staff with transferable access card.

As far as the number of accreditations per federations is concerned, the rules will be strictly applied. No further accreditations may be issued. Any additional person is considered as a spectator and must buy entry tickets.

Guest

Each federation has the right to one Guest accreditation at their discretion, e.g. for sponsors, important federation's officials, etc.

The Organising Committee is entitled to charge the following costs for Guests accreditations:

"Guests" who have accommodation booked through the Organising Committee have access to the delegation seats, transport system and are invited to the Farewell party. The price to be paid to the OC is € 175,00 .

8. INFORMATION DESK

The Information and the Technical Desk (located in the Competition Hall) will be staffed daily. If you have questions about your stay or about the competition, you can ask them here!

9. MAIL BOXES

Daily information and results will be delivered in the Delegation's mail boxes. Only the Head of Delegation will be entitled to retrieve mail from the box.

10. MUSIC

Please send the music in mp3 format to worldcupmusic@fiac.be – **deadline is Tuesday, the 9th of February** or hand in one copy of each exercise to the LOC at accreditation – **deadline is Tuesday, the 9th of February**. Each music file have to contain the following information: Nation_Number (1 or 2)_Exercise (B, D, C)_Category (MP, MxP, ...)_Last Names gymnast (For example: BEL_1_B_MP_VanGelder-Casse).

During training you need a personal copy of your music on CD. In case of any technical problems during the competition, the LOC may ask your music on CD.

The Head of Delegation or the coach will be requested to sign one form on behalf of the competitor:
A confirmation that the music used does not violate any copyrights and that it can be broadcast within sports.

11. TARIFF SHEETS

Please send the tariff sheets in .pdf format to worldcupmusic@fiac.be – **deadline is Tuesday the 9th of February**. Or hand in one copy of each exercise to the LOC at accreditation – **deadline is Tuesday the 9th of February** at latest.

12. ORIENTATION MEETING

The Orientation Meeting will take place on Wednesday, the 10th of February (16h00) at the competition venue. This meeting is intended for the Heads of Delegation and Team Managers. Participation is compulsory. The actual and updated competition plan will be distributed accordingly.

13. JUDGES

Judges' meeting (at the competition venue)

- | | |
|--|-------|
| - Wednesday - 10 th of February, 2016 | 10h00 |
| - Thursday – 11 th of February, 2016 | 16h30 |
| - Friday – 12 th of February, 2016 | 16h30 |
| - Saturday – 13 th of February, 2016 | 17h15 |

Judges' instruction meeting

The judges' instruction (for all judges) will take place after the judges' meeting on Wednesday, the 10th of February at the competition venue.

An additional, special judges' instruction for the DJ and CJP will take place on Wednesday, the 10th of February at the competition venue

The judges' instruction is compulsory. Judges not participating will not be allowed to judge. The instructions will be given by members of the Acrobatic Gymnastics Technical Committee. All judges are expected to participate in the evaluation of the Tariff sheet.

Judges' panels / draw

The judges' panels are set up by a draw - directed by the FIG Technical Representative - from the judges present at the event. Priority will be given to the judges of the highest category.

Each participating federation must provide minimum one judge. Failure to do so will result in a fine of Swiss Francs 2'000,00. For requirements see the Specific Judges' Rules.

Superior Jury

Technical delegate FIG: Yuri Goliak

14. PODIUM TRAINING

Podium training – 10th of February, 2016

Groups	National federation	General Warm up 30 min		Warm up Floor A 8 min/unit		Podium training Floor B 8 min/unit	
		IN	OUT	IN	OUT	IN	OUT
Group 1	USA (4) + AZE (1) + FRA (3)	09h30	10h00	10h00	11h00	11h00	12h00
Group 2	CHN (4) + RUS (4)	10h30	11h00	11h00	12h00	12h00	13h00
Group 3	BEL (2) + GER (1) + BLR (4)	11h30	12h00	12h00	13h00	13h00	14h00
Group 4	POR (2) + POL (2) + GBR (2) + PRK (2)	12h30	13h00	13h00	14h00	14h00	15h00

15. ATHLETES' MEASUREMENTS

The athletes' measurement will take place on Wednesday, the 10th of February after the podium training of each national federation at the sports complex (time according to the schedule). All competitors are requested to present themselves with their accreditation card. Failure to present will result in a penalty from each exercise and an official sanction. Athletes are measured in bare feet wearing T-shirt or competition attire.

Groups	National federation	Athletes' measurement
Group 1	USA (4) + AZE (1) + FRA (3)	12h05
Group 2	CHN (4) + RUS (4)	13h05
Group 3	BEL (2) + GER (1) + BLR (4)	14h05
Group 4	POR (2) + POL (2) + GBR (2) + PRK (2)	15h05

16. WARM UP & COMPETITION

Day	Date	Hours		Programme
Thursday	11 th of February	16h25		Start warming up
		17h15	19h30	Qualifications 1 st exercise World Cup
Friday	12 th of February	16h25		Start warming up
		17h15	19h30	Qualifications 2 nd exercise World Cup
Saturday	13 th of February	17h10		Start warming up
		18h00	19h50	Finals World Cup
		19h50	20h20	Award Ceremony

17. OPENING AND CLOSING CEREMONY**Opening Ceremony**

There will be an opening ceremony just before the start of the qualifications.

Closing Ceremony

No Closing Ceremony will be held.

18. MEDAL AWARD CEREMONIES

Only the medal winners will be invited to participate in the medal Award Ceremony. Competition attire must be worn.

No prize money, medals and World Ranking Lists points will be given, if there are less than 4 participating Member Federations per category.

19. FLOORS / COLOUR

Gymnastics floors: Janssen-Fritsen
 Type: Apolo Antwerp 2013
 Colour: Blue
 Colour of the backdrop: Blue

One floor for the trainings / warm-ups and one for the competition hall will be available. Mats in the general warm-up area will be set up.

All trainings, podium trainings, and competitions will exclusively be held as indicated in the aforementioned schedule attached to the Workplan.

20. OFFICIAL HOTELS / ACCOMMODATION

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

Check-in procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary forms. The room keys and hotel information will be distributed to the delegation upon their hotel check-in. Credit cards imprints may be made to cover all incidental costs during the individuals' stay. Room keys will not be issued until all the requirements of accreditation have been fulfilled.

Check-out procedures

In principle, a copy of the individual account of each delegation member will be available the day before departure. After confirmation, the balance due will have to be paid in full upon check-out. Delegations will be responsible for all hotel costs incurred, including all extra costs (such as hotel services, laundry, room service, mini-bar, parking, paid TV movies, telephone calls). Any damages made to the Hotel facilities will be the exclusive responsibility of the Delegation concerned.

21. MEALS

All meals (except breakfast = hotel) will be served in the catering tent near the competition venue. Delegations that book their accommodation through the OC have full board in their package. Entry to the catering area will only be possible with the official accreditation or with purchased meal tickets.

Tickets for meals (€ 15/person/meal) can be ordered through the OC.

22. FAREWELL DINNER

A farewell dinner will be organized and will be followed by a farewell party.

All delegations who have booked their accommodation through the OC, are invited to participate without additional payment.

Extra tickets will be available at the LOC office at 25,00 € per person. Requests for extra tickets can be made until Tuesday, the 8th of February.

23. TRANSPORTATION and VISAS

Please refer to the directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and Deadlines.

Arrivals

Based on the received travel schedules, the LOC personnel will be present at the arrival points with greeting signs. The Delegations will be requested to make their ways to meet with them.

Please refer to the directives for further details on Arrivals

Departures

If entitled, local transportation will be coordinated by the LOC from the Official Hotels to the departure area 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.

Please refer to the directives for further details on Departures

Shuttle

Shuttle timetables will be provided to the Head of Delegation or his/her Substitute upon arrival and will also be available at the Information Center and on display at the official hotels. The schedule will strictly be followed by the drivers. Please be on time at the required place for the pick-up.

24. MEDIA-PRESS

Media Officer: Inge Doens - Contact: +32 (0)9 243 12 09 – ingedoens@gymfed.be

OC responsible press : Luc Van Schoor - Contact: +32 (0) 478 55 21 44– lvschoor@gmail.com

The valid FIG Media Rules will be followed.

25. SEATING FOR DELEGATIONS

A special area in the competition area will be reserved for the Delegations. Please note that all Delegation members must be seated in this designated area.

26. VIDEO RECORDING

All exercises of the competition will be recorded in a quality which allows to judge the exercises.

Only the cameras of the organisation are allowed in the Competition Hall. Video Recording is not permitted in the Competition Venue from the spectators' seating.

27. ENTRY TICKETS

Tickets for the World Cup can be bought at the competition venue. For further information please contact the OC.

28. BANK ACCOUNT INFORMATION

Name : AXA Bank Belgium nv-sa-AG
Address : Grootesteenweg 214 - 2600 Antwerpen
Account name : Events for gymnastics vzw
Account number : 751-2032242-35
SWIFT : AXABBE22
IBAN : BE57 7512 0322 4235

All payments have to be made in EUR and this no later than on accreditation.

The participating federation is responsible for covering all bank fees in connection with the bank transfers.

LOC President – Mr. Danny Cuyt