

FEDERATION INTERNATIONALE DE GYMNASTIQUE



WORKPLAN



FIG ACROBATIC GYMNASTICS WORLD CUP

PUURS – BELGIUM

7 - 9 APRIL 2017



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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 12A

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)468.10 20 18

e-mail: Cuyt.Danny@gmail.com

website: <http://www.worldcupacro.com>

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

6. PROVISIONAL PROGRAMME

Day	Date	Hours	Programme
Monday	3 rd of April	All day	Arrival delegations
Tuesday	4 th of April	All day	Arrival Delegations
			Free training
Wednesday	5 th of April	All day	Arrival Delegations
			Free training
Thursday	6 th of April	13h00	Judges Meeting
		12h45 17h45	Podiumtraining
		18h00	Orientation meeting
Friday	7 th of April	16h21	Start warming up
		17h00 18h49	Qualifications 1 st exercise World Cup
Saturday	8 th of April	16h21	Start warming up
		17h00 18h49	Qualifications 2 nd exercise World Cup
Sunday	9 th of April	17h26	Start warming up
		18h15 19h55	Finals World Cup
		19h55 20h25	Award Ceremony
		21h00	Farewell Party
Monday	10 th of April	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 music@worldcupacro.com – **deadline is Monday, the 3rd of April** also hand in one copy of each exercise to the LOC at accreditation. 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 tariff-sheet@worldcupacro.com – **deadline is Thursday, the 6th of April (12h00)**. Or hand in one copy of each exercise to the LOC at accreditation – **deadline is Thursday, the 6th of April (12h00)** at latest.

12. ORIENTATION MEETING

The Orientation Meeting will take place on Thursday, the 6th of April (18h00) 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)

- Thursday - 6th of April, 2017 13h00
- Friday – 7th of April, 2017 16h15
- Saturday – 8th of April, 2017 16h15
- Sunday – 9th of April, 2017 17h30

Judges' instruction meeting

The judges' instruction (for all judges) will take place after the judges' meeting on Thursday, the 6th of April at the competition venue.

An additional, special judges' instruction for the DJ and CJP will take place on Thursday, the 6th of April 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 Delegate - 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 – Thursday, the 6th of April 2017

			General Warm-up 30 min		Warm-up - Floor 1 7,5 min/team		Podium training - Competition Floor 7,5 min/team	
	National Federation	# teams	IN	OUT	IN	OUT	IN	OUT
Group 1	BEL (2) + POL (2) + ESP (1) + POR (1)	6	12:45:00	13:15:00	13:15:00	14:00:00	14:00:00	14:45:00
Group 2	BLR (3) + ISR (3)	6	13:30:00	14:00:00	14:00:00	14:45:00	14:45:00	15:30:00
Group 3	UKR (2) + USA (2) + PRK (2)	6	14:15:00	14:45:00	14:45:00	15:30:00	15:30:00	16:15:00
Group 4	GBR (2) + KAZ (4)	6	15:00:00	15:30:00	15:30:00	16:15:00	16:15:00	17:00:00
	RUS (5)	5	15:52:30	16:22:30	16:22:30	17:00:00	17:00:00	17:37:30
		29						

15. ATHLETES' MEASUREMENTS

The athletes' measurement will take place on Wednesday, the 6th of April 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.

Athletes' measurement after training	
14:55:00	BEL+POL+ESP+POR
15:40:00	BLR+ISR
16:25:00	UKR+USA+PRK
17:10:00	GBR+KAZ
17:47:30	RUS

16. WARM UP & COMPETITION

Day	Date	Hours		Programme
Friday	7 th of April	16h21		Start warming up
		17h00	18h49	Qualifications 1 st exercise World Cup
Saturday	8 th of April	16h21		Start warming up
		17h00	18h49	Qualifications 2 nd exercise World Cup
Sunday	9 th of April	17h26		Start warming up
		18h15	19h55	Finals World Cup
		19h55	20h25	Award Ceremony
		21h00		Farewell Party

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 units 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 Friday - 7th of April, 2017.

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: Delphine Gosseye - Contact: +32 (0)9 243 12 04 – Delphinegosseye@gymfed.be
OC responsible press : Luc Van Schoor - Contact: oc@worldcupacro.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