

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



10th FIG ACROBATIC GYMNASTICS WORLD AGE GROUP COMPETITIONS

Antwerp (BEL)
4 – 10 April 2018



WORK PLAN

ID 15259

Table of Content

Foreword	3
1 Fédération Internationale de Gymnastique	4
2 Local Organising Committee	4
3 Provisional Programme	6
4 Participation Right and Accreditation	7
5 Insurance	10
6 Change of Start List	11
7 Venue	11
8 Transport and Visa	11
9 Accommodation	12
10 Meals	13
11 Training	13
12 Competition	14
13 Kiss & Cry	15
14 FIG Certified Apparatus	15
15 Judges' Panels, Superior Jury and Jury of Appeal	15
16 Scoring	16
17 Inquiry	16
18 Ceremonies	16
19 Medical Services	17
20 Official Hospital	17
21 Anti-Doping Control and Therapeutic Use Exemptions	17
22 Meetings and Instructions	17
23 Media and TV	18
24 Tourist Information	19
25 Summary of Remaining Deadlines	21
List of Appendices	21

FOREWORD

This work plan for the **10th FIG Acrobatic Gymnastics World Age Group Competitions** to be held from 4 to 10 April 2018 in Antwerp (BEL) has been developed between FIG Headquarters, the FIG ACRO-TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2018):

- Statutes
- Technical Regulations
- Rules for the World Age Group Competitions
- Judges' Rules (General and Acrobatic Gymnastics Specific)
- Acrobatic Gymnastics Code of Points
- Acrobatic Gymnastics Tables of Difficulty
- Acrobatic Gymnastics Newsletters
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the Official FIG Competitions
- Doping Control Rules
- Regulations for Award Ceremonies
- Media Rules
- License Rules
- Code of Ethics
- *and subsequent decisions of the FIG Executive Committee and ACRO 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. 12.10 of the Technical Regulations).

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.

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

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 SWITZERLAND
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FIG OFFICIALS

Jury of Appeal President	Ali Al-Hitmi
Jury of Appeal Member	Jani Tanskanen

FIG ACROBATIC GYMNASTICS TECHNICAL COMMITTEE (ACRO-TC) and SUPERIOR JURY

President	Rosy Taeymans
1 st Vice-president	Nikolina Hristova
2 nd Vice-president	Irina Nikitina
Member	Wieslawa Milewska
Member	Yuriy Goliak
Member	Frank Boehm
Member	Karl Wharton

FIG ATHLETE'S REPRESENTATIVE

ACRO	May Miller
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FIG STAFF

ACRO Sports Events Manager	Rui Vinagre
Sports Events Manager	Terhi Toivanen

2. LOCAL ORGANISING COMMITTEE (LOC)

<p>National Federation: Royal Belgian Gymnastics Federation</p> <p>Roodebeeklaan 44 1030 Brussels, Belgium Tel : + 32 9 243 12 00 Email: info@acrobatics2018.com Website: http://www.acrobatics2018.com/en Contact Person: Ilse Arys</p>	<p>Local Organising Committee: Organising Committee of the 10th FIG Acrobatic Gymnastics World Age Group Competitions Gymnastiekfederatie Vlaanderen Zuiderlaan 13 9000 Ghent, Belgium Tel : + 32 9 243 12 00 Email: info@acrobatics2018.com Website: http://www.acrobatics2018.com/en Contact Person: Ilse Arys</p>
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ORGANISING COMMITTEE OFFICIALS

President LOC	Gilbert Vercammen
General Manager	Lode Grossen
Event Manager	Ilse Arys
Financial Manager	Sonja Deneyer
Competition Manager	Leen Foré
Judging Liaison	Gert De Bruyn
Medical Manager	Dominique Verlent
Administration Manager	Tom Van Hecke
Accommodation Manager	Els Coppieters
Transport Manager	Eva Vandemeulebroecke
Catering Manager	Laetitia Breughe
Infrastructure & Security Manager	Jean Herrel
Human Resources Manager	Ruth Franceus
Marketing & Communication Manager	Delphine Gosseye
Press & Media Officer	Delphine Gosseye

Information Desk

The Information Desk will be located at the Antwerps Sportpaleis (AS) and will be in operation during all training, warm-up, and competition times.

Delegations' Mail Boxes will be set up at the Information Desk. 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 delegation mail boxes.

A special "Mail Box 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 and results 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.

Information will also be set up at the official hotels' lobbies. All inquiries should be directed to the Information Centre.

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.

Official Language / Translations

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

3. PROVISIONAL PROGRAMME *(subject to changes)*

DATE	DESCRIPTION	LOCATION
Sunday, 01.04.2018 All day	Arrival of Delegations and Accreditation	Accreditation desk in the hotel Novotel Antwerp
Monday, 02.04.2018 From 11:30 12:00 – 20:48 after each session 12:00 15:00 – 16:00 16:00 – 17:30 15:00 – 20:00	11-16 Arrival of Delegations and Accreditation Training as per schedule <i>Athletes' Measurements</i> <i>(after training for groups 1 to 9)</i> Deadline to submit Tariff Sheets (if not uploaded) Orientation meeting Judges Meeting <i>(followed by Scoring Instruction)</i> Tariff Sheet evaluation	Accreditation & Infodesk in Antwerps Sportpaleis (AS) Antwerps Sportpaleis (AS) Medical Room (AS) Information Desk Meeting Room (AS) Meeting Meeting Room Antwerps Sportpaleis (AS)
Tuesday, 03.04.2018 08:30 – 19:20 after each session 08:30 – 20:00	11-16 Training and Podium Training as per Schedule Athletes' Measurements <i>(after podium training for groups 10 to 19)</i> Tariff Sheet evaluation continues	AS / Lotto Arena (LA) Measurements Room (LA) Tariff Sheets' Room
Wednesday, 04.04.2018 08:15 09:15 09:30 – 11:32 11:45 – 17:12 17:30 – 19:17	11-16 Judges Briefing Opening Ceremony Competition – Qualifications MxP Balance / MP Dynamic - MG Dynamic WP Balance / WG Dynamic MxP Dynamic / MP Balance - MG Balance	Judges' Meeting Room Lotto Arena Lotto Arena Lotto Arena Lotto Arena
Thursday, 05.04.2018 09:00 09:30 – 13:57 16:00 – 16:24 16:30 – 17:02 17:05 – 17:20 17:25 – 18:05 18:10 – 18:34 18:40 – 19:20 19:25 – 19:50 21:00 – 24:00 All Day	11-16 Judges Briefing Competition – Qualifications WP Dynamic / WG Balance Competition – FINALS Men's Group (Dynamic) Mixed Pairs (Balance) Award Ceremonies MG & MxP Women's Pairs (Dynamic) Men's Pairs (Dynamic) Women's Groups (Balance) Award Ceremonies WP & MP & WG Farewell Party 11-16 Arrival and accreditation of 12-18/13-19 Delegations	Judges' Meeting Room Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena tbc Accreditation & Infodesk(AS)
Friday, 06.04.2018 All day 07:55 – 21:53 after each session 09:00 10:00 – 11:00 14:00 – 16:00 10:00 – 21:00	Departure of 11-16 Delegations 12-18 / 13-19 Training and Podium Training as per Schedule Athletes' Measurements <i>(after podium training for groups using FOP)</i> Deadline to submit Tariff Sheets (if not uploaded) Orientation meeting Judges Meeting <i>(followed by Scoring Instruction)</i> Tariff Sheet evaluation	AS / Lotto Arena (LA) Measurements Room (LA) Information desk Lotto Suite 1 (LA) Judges' Meeting Room Tariff Sheets' Room

Saturday, 07.04.2018 07:55 – 21:53 after each session 11:00 – 12:00 09:00 – 19:00	12-18 / 13-19 Training and Podium Training as per Schedule Athletes' Measurements <i>(after podium training for groups using FOP)</i> Round Table Meeting (with ACRO TC) Tariff Sheet evaluation continues	AS / Lotto Arena Measurements Room Lotto Suite 1 (LA) Tariff Sheets' Room
Sunday, 08.04.2018 08:15 09:15 09:30 – 13:44 14:30 – 19:14 19:30 – 22:52	12-18 / 13-19 Judges Briefing Opening Ceremony Competition – Qualifications 12-18: WP Balance / MxP Dynamic 12-18: MP-MG Balance / WG Dynamic 13-19: MxP Balance 13-19: WG Balance / WP, MP, MG Dynamic	Judges' Meeting Room Lotto Arena Lotto Arena Lotto Arena Lotto Arena
Monday, 09.04.2018 08:30 09:30 – 13:44 14:30 – 19:14 19:30 – 22:52	12-18 / 13-19 Judges Briefing Competition – Qualifications 12-18: MxP Balance / WP Dynamic 12-18: WG Balance / MP, MG Dynamic 13-19: MxP Dynamic 13-19: WP, MP, MG Balance / WG Dynamic	Judges' Meeting Room Lotto Arena Lotto Arena Lotto Arena
Tuesday, 10.04.2018 09:00 10:00 – 10:40 10:45 – 11:25 11:26 – 11:40 11:45 – 12:05 12:10 – 12:34 12:39 – 13:19 13:20 – 13:50 14:45 15:30 – 16:02 16:07 – 16:23 16:24 – 16:40 16:45 – 17:17 17:22 – 17:46 17:51 – 18:23 18:24 – 18:50 after last award 21:00 – 24:00	12-18 Judges Briefing Competition – FINALS (Combined) Women's Pairs Mixed Pairs Award Ceremonies WP & MxP Men's Groups Men's Pairs Women's Groups Award Ceremonies MG & MP & WG 13-19 Judges Briefing Competition – FINALS (Combined) Women's Pairs Men's Groups Award Ceremonies WP & MG Mixed Pairs Men's Pairs Women's Groups Award Ceremonies MxP & MP & WG Closing Ceremony Farewell Party 12-18 / 13-19	Judges' Meeting Room Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Judges Meeting Room Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena Lotto Arena tbc
Wednesday, 11.04.2018 All day	Departure of 12-18 / 13-19 Delegations	

Note: All timings are subject to slight changes

4. PARTICIPATION RIGHT and ACCREDITATIONS

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 Age Group Competitions and who are not on this list must send to the FIG offices (attention Mr. Loïc Vidmer at vidmer@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" 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. 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 Cards 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. 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 with transferable access card (TAC). The accreditation card is also necessary to pass the security controls.

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 (€ 200 / VIP € 250).

Transferable access cards (TAC)

According to FIG Accreditation Rules, during competition days, to access Zone 1 (Field of Play - FOP) all coaches and medical personnel will need to present – in conjunction with their primary accreditation card – a TAC.

To access to Zone 3 (warm-up hall), team managers and heads of delegations will need to present – in conjunction with their primary accreditation card – a TAC.

All delegations will be allocated a number of Zones 1 and 3 TAC respecting FIG Accreditation Rules.

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

On 01 April 2018, the accreditation center is located at the delegations' hotel "Novotel Antwerp" (Luithagen-Haven 6, 2030 Antwerp) and open between 10:00h and 22:00h.

As from 02 April 2018, the accreditation center is located at the Antwerps Sportpaleis and open as follows:

Day	From...	Until...
02.04.2018	11:30	21:00
03.04.2018	08:00	19:30
04.04.2018	07:30	19:30
05.04.2018	07:30	22:00
06.04.2018	07:30	22:00
07.04.2018	07:30	22:00
08.04.2018	07:30	23:00
09.04.2018	07:30	23:00
10.04.2018	08:00	22:00

The LOC will inform all delegations about the best moment to complete the accreditation process. Every delegation will receive an appointment to facilitate & speed up the accreditation procedure. If a delegation decides to complete the accreditation procedure at another moment, the LOC will try to help as soon as possible. The LOC however will give priority to those countries that arrive at the agreed time and those delegations that fulfilled their financial obligations.

If the photo has to be taken at the accreditation because none has been uploaded within the deadline or not sent in the official requested format, there will be a charge of €10 for each photo that has to be taken. (to be paid immediately at the time of the accreditation!)

The Accreditation Rule will be strictly applied, notably as far as the number of accreditations per federations is concerned. No additional accreditations may be issued without the prior approval of FIG (for changes or new accreditations after the on-line nominative registration, please refer to Appendix 1).

Any additional person is considered as a spectator and must buy entry tickets. Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

Control and Distribution of the Required Material

Upon accreditation Heads of delegations will be requested to present to the LOC the valid passport of all gymnasts and judges for proof of identity and control of Nationality. Delegations are requested to send a copy of all passports (pdf to administration@acrobatics2018.com) by 07 March 2018.

Copies of these valid passports made by the LOC during accreditation will have a cost of 5€ per passport.

At accreditation, the Head of Delegation or his/her substitute must also:

- make any necessary payments (insurance, accommodation, 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 (if applicable)
- verify the return flight schedules
- hand in a CD with the music of their Nation's national anthem (Appendix 3)
- confirm their national flag presented to LOC (Appendix 3)
- check the Music Forms sent by email (Appendix 5)
- check music's uploaded.
- check tariff sheets uploaded. If not uploaded online, hand in 1 copy of each of the official forms for Difficulty - Tariff Sheets (Appendix 4) with all exercises (Qualifications and Finals)

The definitive work plan, starting order, and schedules will be given to the Head of Delegation upon accreditation if any changes are made.

Tariff Sheets



Because of the high number of registrations, we strongly request the delegations to upload the tariff sheets (.pdf format) by using the LOC's online registration system (in combination with the login & password received in December 2017). The delegations can use the following link: [upload tariff sheets](#) (.pdf format). The deadline is the **2 April 2018 until 12h00** for the 11-16 and the **6 April 2018 until 09h00** for the 12-18 and 13-19. The upload will be checked upon accreditation.

If it is not possible to upload in the LOC's online registration system, the tariff sheets must be handed in at the time of accreditation or in any case before the deadline mentioned above.

The tariff sheets have to be correctly filled in with all requested information.

According to the ACRO Code of Points, the judges' "obligations prior to the competitions":

10.4 Prior to their submission, to assist their own national coaches to check all Tariff Sheets from their own federations.

Said that, please be sure that all tariff sheets are correct, so you may avoid any penalties.

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

Music

Because of the high number of registrations, we strongly recommend the delegations to upload the music in .MP3 format by using the LOC's online registration system (in combination with the login & password received in December 2017). The delegations can use the following link: [upload music](#) (.mp3). The deadline is the **25th of March, 2018**. The upload will be checked upon accreditation.

During training and competition, the delegations must have a backup CD or USB with them for each exercise (.mp3 format). Competitors and coaches are responsible for all copies of their music.

- CD: the following information has to be written on each CD (.mp3 format):
 - Exercise (BAL, DYN, COM)
 - Qualification and/or final (Q or F or QF)
 - Country (abbreviation) + number (for example 'BEL1')
 - Age Group (11-16, 12-18, 13-19)
 - Category (MP – WP – MXP – MG – WG)

- USB: the name of each music file has to contain the following information (all music can be collected on 1 USB):
 - Exercise (BAL, DYN, COM)
 - Qualification and/or final (Q or F or QF)
 - Country (abbreviation) + number (for example 'BEL1')
 - Age Group (11-16, 12-18, 13-19)
 - Category (MP – WP – MXP – MG – WG)

Example: BAL_QF_BEL1_11-16_MXP

Delegation Seating

The LOC will reserve a number of seats for the seating of the accredited delegation members in the competition 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 6).

Media Accreditations

For Media accreditations, please contact LOC Media Officer Delphine Gosseye at delphinegosseye@gymfed.be

5. INSURANCE

The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.

The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation.

Each delegation is requested to send to the LOC (administration@acrobatics2018.com) a copy of their insurance, by 07 March 2018. Delegation members with insufficient insurance cover must inform the LOC in writing in advance but no later than 07 March 2018.

The LOC will subsequently offer insurance at the Federations own charge as follows:

- 5 EUR/person/day for illness and medical fees with a minimum of € 50 per contract (repatriation is included).

6. CHANGE OF START LIST

- 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 gymnast(s) must be withdrawn or 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 its 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 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 first day of Qualification.

In case a Federation withdraws a pair/group from the Qualification Round, his place in the starting order will not be taken by the next unit from the same Federation. I.e. if **ABC 1** is withdrawn, the **ABC 1** place will remain "empty".

7. VENUE

Please refer to the directives for pictures, details, and the general plan of the Competition, Warm-up and Training Halls.

For general layout of the FIG and LOC offices, Training area, Warm-up area and Field of Play (FOP) please see Appendix 6.

8. TRANSPORTATION and VISA

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

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.

Shuttle timetables will be provided to the Head of Delegation or his/her substitute at the accreditation and will also be available at the Information Desk and on display at the official hotels.

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 its members at Accreditation. A detailed schedule for departures will be distributed via the Delegation Mail boxes.

Phone Number

The transport office phone number is:



: +32 (0)468 27 15 75

9. ACCOMMODATION

FIG and delegations will be hosted on 9 locations according to the category in which they've made their reservations.

Category I:

1. Crowne Plaza Antwerp
2. Ramada Plaza Antwerp

Category II:

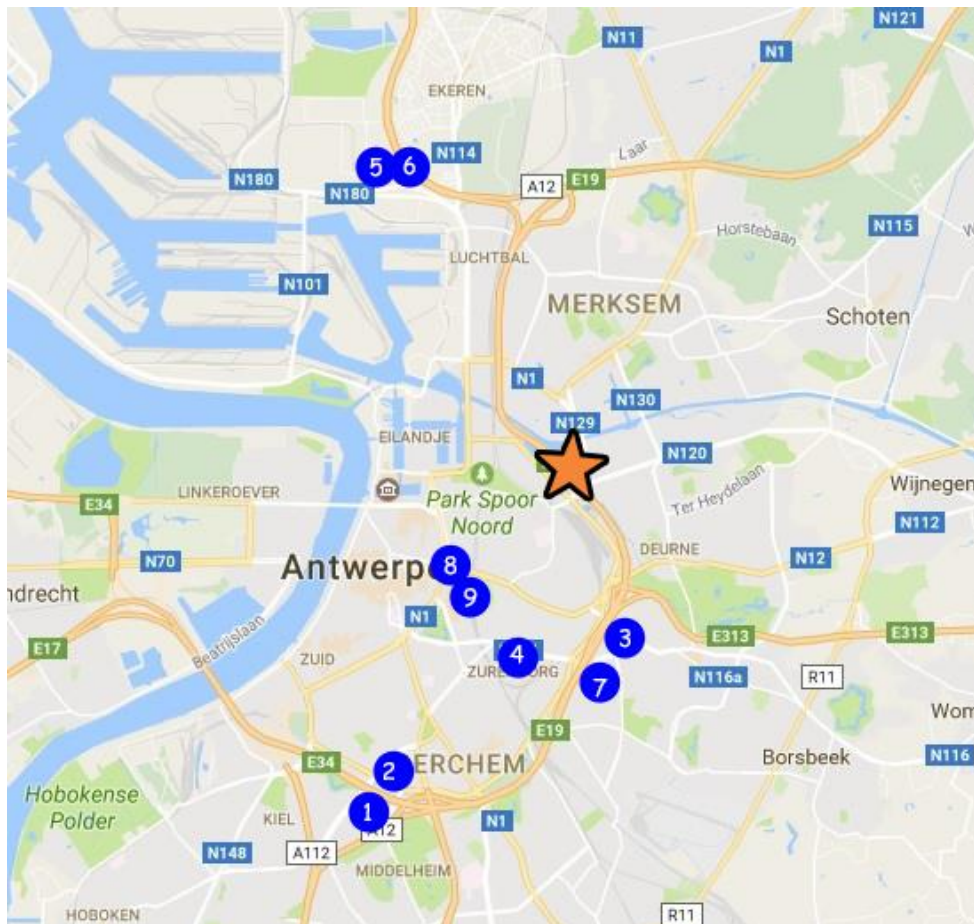
3. Van der Valk Hotel Antwerp
4. TRYP Antwerp Hotel
5. Novotel Antwerp

Category III:

6. Ibis Budget Port
7. Tulip Inn Antwerp
8. Ibis Budget Center

Category IV - Youth Hostel

9. Antwerp Student Hostel



For further information on official hotels, locations, payments coordinates and cancellation policy... we refer to the Directives.

All extra services in the hotel (room service, drinks in the bar,...) are charged to the delegation members according to their use.

10. MEALS

Lunch & dinner will be provided in the training hall (Antwerps Sportpaleis) as from April 2nd, 2018. Delegations who arrive earlier will have their meals in the hotel, more specific information about this will be given upon accreditation.

Based upon the reservations and payment made by each Federation, the different meals arrangements will be made as mentioned in the Directives. All lunch and dinner reservations need to be made in advance through the LOC's online system by 07 March 2018, at the very latest.

A variety of hot and cold food in sufficient quantities will be guaranteed each day. Menus will be designed to be nutritious, tasty, and of excellent quality.

The LOC will provide the following:

- Free water for the delegations in the Training hall
- Free water for the delegations in the Warm-up hall
- Free water for the competitors in the Competition hall
- Small drinks, fruits, and snacks throughout the event for the judges.

All inquiries concerning meals must be addressed directly to the LOC as they will be responsible for handling all corresponding issues.

Farewell Party

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 Party.

This party will be held on

- 11-16: 05 April 2018
- 12-18 / 13-19: 10 April 2018

The location of the Farewell Party will be communicated upon accreditation in Antwerp.

The Farewell Party includes a "standing dinner" without alcohol drinks.

Bus transfers will be organized from and to the official hotels.

Dress code is casual.

11. TRAINING

Official training schedules

The official training schedules for the event are attached for your consideration:

- 11-16: Appendix 7
- 12-18/13-19: Appendix 8

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 (only for those delegations that book accommodation through the LOC). All costs related to these early trainings opportunities will have to be covered by the Federation concerned.

12. COMPETITION

The Competition Manager and the Floor Managers will be in charge of the competitions, warm-ups, and training areas. All instructions given by them must be strictly observed (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 and Flemish.

The first roll call will be conducted in the warm up hall 7 minutes prior to the start of the respective competition. The second roll call will be conducted at the entrance of the competition hall (waiting area) 3 minutes prior to the start of the respective competition. The gymnasts must remain in position and may not leave within these 3 minutes.

The competitions will be held in accordance with the 2018 FIG Technical Regulations including Section 5 for Acrobatic Gymnastic, Reg. 3.3.

Competition

Based on the Definitive Registration entries and in accordance with the FIG Technical Regulations, the gymnasts' draw of lots was conducted on 23 January 2018 in Lausanne (FIG Headquarters) in the presence of FIG President Morinari Watanabe, FIG Secretary General André Gueisbuhler, FIG ACRO TC President – Rosy Taeymans and FIG ACRO Sports Manager – Rui Vinagre (see Appendices 9 and 10).

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Antwerp. The FIG, in consultation with the ACRO 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:

- 11-16: Appendix 11
- 12-18/13-19: Appendix 12

The Competition Manager 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 all time (i.e. in relation with the marching in and out, Kiss & Cry).

13. KISS & CRY

As a kindly reminder the number of officials (coach and/or medical) authorized in the Kiss & Cry is:

- 1 unit and 1 official (with TAC only)

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

14. FIG CERTIFIED APPARATUS

Manufacturer Supplier: Janssen-Fritsen
Color: Routine area: Blue
Border : Blue
Reference number: 1790750

15. JUDGE'S PANELS, SUPERIOR JURY and JURY of APPEAL

According to the General Judges Rules and Acrobatic Gymnastics Specific Judges Rules, the draw for CJP was conducted in the FIG Headquarters by the ACRO TC President - Rosy Taeymans in presence of FIG Secretary General - André Gueisbuhler and FIG ACRO Sports Manager – Rui Vinagre.

Chairs of Judges Panels (CJP):

- Bernardo Tomás (POR)
- Carisa Laughon (USA)

Difficulty judges (DJ):

- Ward Hellemans (BEL)
- Ivan Ivanov (BUL)
- Carine Charlier (FRA)
- Leonid Vinnitsky (ISR)
- Valeriya Kudryavtseva (RUS)
- Tonya Case (USA)

Execution and Artistry judges (E and A)

All E and A Judges for the respective Qualification Rounds will be drawn during the Judges' meetings.

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

Judges are requested to bring with them the Artistic and Technical judging forms (30 copies each). These forms are in Appendix 17.

Superior Jury

The Superior Jury will consist of the Technical Committee President Mrs. Rosy Taeymans as President of the Superior Jury and six ACRO-TC members as follows (*can be adjusted on site*):

- Difficulty: Karl Wharton, Yuriy Goliak
- Execution: Wieslawa Milewska, Frank Boehm
- Artistry: Irina Nikitina, Nikolina Hristova

Jury of Appeal

The Jury of Appeal will consist:

- Ali Al-Hitmi – President
- Jani Tanskanen – Member

16. SCORING

The ScoreExpress will provide the official scoring equipment for these 10th FIG World Age Group Competitions.

17. INQUIRY

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) 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 and Artistry) 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 and USD 1'000.-- for the third complaint (Federations cannot pay cash. FIG will issue an invoice). 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 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/category for the Qualifying competitions
- before the score of the following pair/group is shown for the Finals.

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

Inquiry Form is attached. (Appendix 14).

18. CEREMONIES

Opening Ceremony

The Opening Ceremony will take place:

11-16 – 04.04.2018 at 09:15

12-18/13-19 – 08.04.2018 at 09:15

in Lotto Arena. Further detailed information will be given during the Orientation Meeting.

The Judges', Officials' and Athletes' Oaths will be read during the Opening Ceremonies according to the FIG Technical Regulations 2018 edition, Reg. 7.12.1, 7.12.2 and 7.12.3.

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.

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 immediately after the last award ceremony, on 10 April 2018.

19. MEDICAL SERVICES

The medical service is provided by the Local Organising Committee according to the FIG Rules "MEDICAL ORGANISATION OF THE FIG COMPETITIONS". Please refer to Appendix 13.

Upon the World Age Group Competitions 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.

Please refer to Appendix 15 for the Gymnast's Injury Report Form.

20. OFFICIAL HOSPITAL

The official hospitals are:

- ZNA Stuivenberg, Lange Beeldekenstraat 267, 2060 Antwerpen
- All orthopaedic injuries will go to the Orthopaedics Center SPM AZ Monica, Stevenslei 20, 2100 Deurne

21. 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.

22. MEETINGS and INSTRUCTIONS

Orientation Meeting

The Orientation Meetings will be held on:

- 11-16: 02 April 2018 from 15:00 to 16:00 in the Meeting Room in the Antwerps Sportpaleis.
- 12-18 / 13-19: 06 April 2018 from 10:00 to 11:00 in the Lotto Suite 1 in the Lotto Arena.

Important information concerning the detailed organisation of the 10th FIG World Age Group Competitions (running of the competitions, award ceremonies, ...) will be given by the LOC and the FIG. The Orientation Meeting will be held in English.

Delegation representatives have to attend this meeting with a maximum of two accredited members per delegation, including the Head of Delegation or a substitute.

Judges **may not** represent their country at the Orientation Meeting.

Participation is compulsory as per Technical Regulations, Section 1, Reg. 5.14. Unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

Round Table with ACRO TC

This meeting will be conducted by the ACRO Technical Committee on April 7th, from 11:00 to 12:00 in the Lotto Suite 1 in the Lotto Arena.

Only Officials are welcome (HD, TM, Coaches, Judges, ...) up to a maximum of 4 persons per Delegation.

At this Round Table the FIG TC Acro wants an open dialog with the ACRO community concerning Acrobatic Gymnastics for the cycle 2021 - 2024.

Judges' Instructions Meetings, Briefings and Draw

All the judges are required to take part in the instruction and at subsequent meetings in accordance with the schedule and location indicated under point 3 of this work plan. 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 and for the Finals will be conducted by the Superior Jury.

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

Superior Jury 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.

Scoring system

The instructions for the scoring system ScoreExpress will be held:

- For 11-16 in the Meeting Room (AS) on the 2nd of April, 2018.
- For 12-18/13-19 in the FOP (LA) on the 6th of April, 2018.

23. MEDIA and TV

Media accreditation

Media accreditation for the 10th World Age Group Competitions is handled by the LOC. Please contact LOC Media Officer Delphine Gosseye at delphinegosseye@gymfed.be.

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

Training halls

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

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

Podium training

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.

Award Ceremony

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

Publicity on competition attire –National Emblems

Publicity and National Emblem Rules on attire and equipment must be strictly respected as per FIG Advertising Rules. As the Code of Points foresees deductions should FIG Publicity Rules not be followed, each Federation may fill-in the online Publicity form (Appendix 16) if deemed necessary until **25 March 2018** in order to have it approved.

Please refer to the Directives for additional information on the Publicity Rule Chart and contact details.

Cameras and video recording

In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' and delegation 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.

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.

24. TOURIST INFORMATION

Ticketing - presale

Tickets for these World Age Group Competitions can be ordered through the following link: <http://www.acrobatics2018.com/en/tickets>.

On WAGC-competition days, tickets can be bought at the ticket booth in front of the Lotto Arena. (Please take into account that the prices will be slightly higher due to extra administration costs)

Currency

The BEL currency is EURO

POWER SUPPLY

Most of the hotels in Antwerp have 220V electrical power.

The plugs are Type E.



Weather in Antwerp in April

Average minimum 10°C

Average maximum 15°C

Time (GMT)

During the event, Antwerp will be GMT + 1 Hr

Low emission zone in Antwerp

Since 1 February 2017, the entire city centre of Antwerp and part of Linkeroever are a Low Emission Zone (LEZ) to ensure that air in the city becomes even cleaner. The most polluting cars are no longer welcome in the city.

If you are planning to visit Antwerp by car, start by checking [here](#) whether your vehicle may enter the low emission zone. If your vehicle may enter the city, but it doesn't have a Belgian or Dutch number plate, then you will need to register your car first.

Does your car not meet the conditions for admission to the LEZ? Do you still want to drive into the city centre? Then you can purchase a LEZ day pass up to eight times a year.

Tour of Flanders on the 1st of April in Antwerp

Also in 2018, the Tour of Flanders will be starting in Antwerp. The Tour of Flanders is the undisputed crown jewel in the Flemish cycling year and one of the biggest races of the cycling season. After a lavish spectacle in the Town Square, the starting shot for this truly traditional cycling classic will be fired at "Het Steen" on Sunday 1 April at 10.30 a.m.. After the starting shot, there are still many things to do in Antwerp. You can also go shopping because it's shopping Sunday in Antwerp! Don't forget to head to the Groenplaats in due time to see the race final on the big screen!

The start of an international cycling tour like the Tour of Flanders requires a lot of organization. Several roads and car parks can be closed, take this into account when you travel by car to the city center.

25. SUMMARY OF REMAINING DEADLINES

For the FIG

Registrations	Deadline
Nominative Registrations	07 March 2018
Return of Tariff Sheets	See #4 of this Workplan
Return of Music Forms	25 March 2018 by email to rvinagre@fig-gymnastics.org

For the LOC

Registrations	Deadline
Accommodation (nominative)	07 March 2018
Meals (nominative)	07 March 2018
Travel Information (arrivals & departures)	07 March 2018
Proof insurance cover	07 March 2018
All payments	07 March 2018
E-mail passports to LOC	07 March 2018
Upload music (LOC system)	07 March 2018 until 25 March 2017
Upload tariff sheets (LOC system)	11-16: 07 March 2018 until 2 April (12h00) 12-18/13-19: 07 March 2018 until 6 April (09h00)

Lausanne, 23 February 2018

Fédération Internationale de Gymnastique

André F. Gueisbuhler



Secretary General

List of Appendices

- Appendix 1: Request of Accreditation changes
- Appendix 2: Request to Change Starting Order
- Appendix 3: National anthem and Flag confirmation
- Appendix 4: Tariff Sheets
- Appendix 5: Music Form
- Appendix 6: Layout of Venue
- Appendix 7: Training Schedules 11-16
- Appendix 8: Training Schedules 12-18/13-19
- Appendix 9: Draw of Lots 11-16
- Appendix 10a: Draw of Lots 12-18
- Appendix 10b: Draw of Lots 13-19
- Appendix 11: Competition Schedules 11-16
- Appendix 12: Competition Schedules 12-18/13-19
- Appendix 13: Medical Organization of FIG Competition and Events
- Appendix 14: Inquiry Form
- Appendix 15: Gymnast's Injury Report
- Appendix 16: Publicity Form
- Appendix 17a: Execution Judging Form
- Appendix 17b: Artistry Judging Form