

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FONDÉE EN 1881



# **10<sup>th</sup> FIG ACROBATIC GYMNASTICS WORLD AGE GROUP COMPETITIONS**

**Antwerp (BEL)  
04/10 April 2018**

## **DIRECTIVES**

**ID 15260**



Dear President,

The FIG is pleased to herein provide you with the Directives for the 10<sup>th</sup> FIG Acrobatic Gymnastics World Age Group Competitions to be held in Antwerp (BEL), 04/10 April 2018.

These World Age Group Competitions will be organized following the 2016 FIG Statutes, the 2018 Technical Regulations, the ACRO World Age Group Competitions Rules 2017-2020, the 2017-2020 Acrobatic Gymnastics Code of Points and Tables of Difficulty as well as all other Rules and Guidelines valid starting 01 January 2017 onwards, any possible amendments by the date of these World Championships, and any supplements decided in the meantime.

All participating Federations commit to abide by the Statutes and all FIG Rules and Regulations. Federations not respecting them will not be allowed to compete.

## Table of contents

1 FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG).....	3
2. LOCAL ORGANIZING COMMITTEE (LOC).....	3
3. LOCATION OF THE COMPETITION, TRAINING AND WARM-UP HALLS .....	4
4. PROVISIONAL PROGRAMME ( <i>SUBJECT TO CHANGES</i> ) .....	6
5. PARTICIPATION RIGHT AND ACCREDITATIONS .....	7
6. AGE LIMIT.....	9
7. REGISTRATIONS AND ENTRY FEES.....	10
8. LICENSES.....	11
9. JUDGES.....	11
10. DRAW OF LOTS.....	12
11. COMPETITION FORMAT AND PROGRAMME .....	12
12. MEDIA.....	12
13. EQUIPMENT.....	13
14. VISA.....	13
15. TRANSPORTATION.....	13
16. ACCOMMODATION.....	14
17. MEALS & FAREWELL PARTY.....	19
18. PAYMENTS.....	20
19. INSURANCE.....	22
20. WORKPLAN.....	22
21. OFFICIAL HOSPITAL.....	22
22. DOPING CONTROLS .....	22
23. MUSIC.....	22
24. LOGO – DESIGN EXPLANATION.....	23
25. EARLY ARRIVAL PACKAGES.....	23
26. TOURIST PACKAGES.....	23
27. DEADLINES SUMMARY.....	24



## 1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

---

FIG – Fédération Internationale de Gymnastique

Contact persons: Rui Vinagre / Terhi Toivanen

Avenue de la Gare 12A

Case Postale 630

CH - 1001 Lausanne

SWITZERLAND

Tel: +41 (0)21 321 55 10 / Direct: +41 (0)21 321 55 18

Fax: +41 (0)21 321 55 29

Email: [rvinagre@fig-gymnastics.org](mailto:rvinagre@fig-gymnastics.org)

[ttoivanen@fig-gymnastics.org](mailto:ttoivanen@fig-gymnastics.org)

Website: <http://www.fig-gymnastics.com>

## 2. NATIONAL FEDERATION / LOCAL ORGANISING COMMITTEE

---

### **National Federation:**

Royal Belgian Gymnastics Federation

Roodebeeklaan 44

1030 Brussels, Belgium

Tel : + 32 9 243 12 00

Email: [info@acrobatics2018.com](mailto:info@acrobatics2018.com)

Website: <http://www.acrobatics2018.com/en>

Contact Person: Ilse Arys

### **Local Organizing Committee (LOC):**

Organizing Committee for the 10<sup>th</sup> FIG Acrobatic Gymnastics World Age Group Competitions

Gymnastiekfederatie Vlaanderen

Zuiderlaan 13

9000 Gent, Belgium

Tel : + 32 9 243 12 00

Email: [info@acrobatics2018.com](mailto:info@acrobatics2018.com)

Website: <http://www.acrobatics2018.com/en>

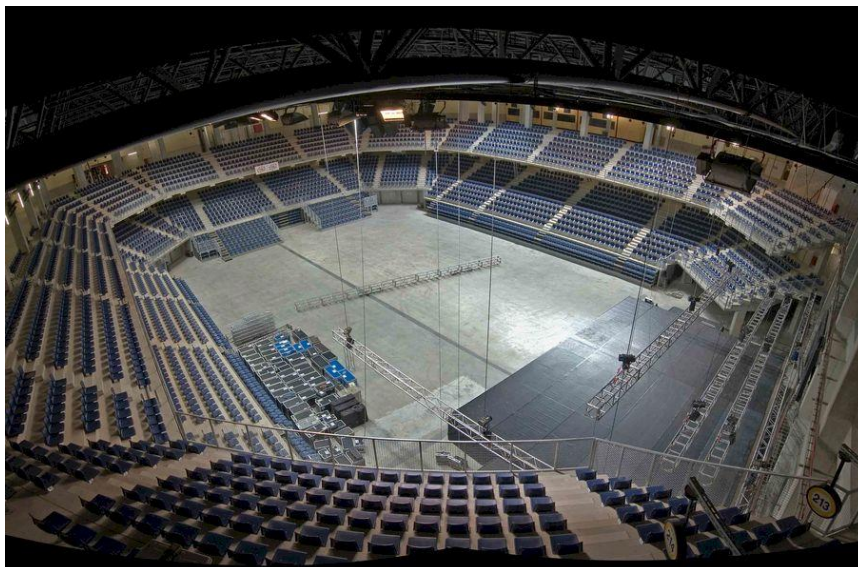
Contact Person: Ilse Arys

### 3. LOCATION OF THE COMPETITION, TRAINING AND WARM-UP HALLS

---

Competition Hall	Lotto Arena Schijnpoortweg 119, 2170 Merksem Tel. +32 (0)3 400 40 40 Email: <a href="mailto:info@sportpaleis.be">info@sportpaleis.be</a> Website: <a href="http://www.lotto-arena.be/en">http://www.lotto-arena.be/en</a>
------------------	---

Photo(s)





Warm-up and Training Halls

Antwerps Sportpaleis – adjacent to the Lotto Arena  
Schijnpoortweg 119, 2170 Merksem  
Tel: +32 (0)3 400 40 40  
Email: [info@sportpaleis.be](mailto:info@sportpaleis.be)  
Website: <http://www.sportpaleis.be/en>



**4. PROVISIONAL PROGRAMME (SUBJECT TO CHANGES)**

<b>Sunday – 01 April</b>	<b>11-16</b>
All day	Arrival of delegations
<b>Monday – 02 April</b>	<b>11-16</b>
All day	Arrival of delegations
12:00 – 22:00	Training and Podium Training as per Schedule
15:00	Orientation meeting
15:00	Deadline to submit Tariff Sheets
16:00 – 17 :30	Judges Meeting
15:00 – 20:00	Tariff Sheet evaluation
<b>Tuesday – 03 April</b>	<b>11-16 – Training</b>
All day	Training and Podium Training as per Schedule Athlete Measurements (after podium training) Tariff Sheet evaluation continues
<b>Wednesday – 04 April</b>	<b>11-16 – Competition</b>
All Day	<i>(time of each event will be decided after the Definitive Registrations and informed in the Workplan)</i>
<b>Thursday – 05 April</b>	<b>11-16 – Competition</b>
All day	<i>(time of each event will be decided after the Definitive Registrations and informed in the Workplan)</i>  Farewell Party
All day	<b>12-18 / 13-19</b> Arrival of delegations
<b>Friday – 06 April</b>	<b>12-18 / 13-19 – Training</b>
All day	Training and Podium Training as per Schedule
10:00	Orientation meeting
10:00	Deadline to submit Tariff Sheets
14:00 – 16:00	Judges Meeting
10:00 – 20:00	Tariff Sheet evaluation
All day	<b>11-16</b> Departure of Delegations
<b>Saturday – 07 April</b>	<b>12-18 / 13-19 – Training</b>
All day	Training and Podium Training as per Schedule Athlete Measurements (after podium training) Tariff Sheet evaluation continues
<b>Sunday – 08 April</b>	<b>12-18 / 13-19 – Competition</b>
All day	<i>(time of each event will be decided after the Definitive Registrations and informed in the Workplan)</i>
<b>Monday – 09 April</b>	<b>12-18 / 13-19 – Competition</b>
All day	<i>(time of each event will be decided after the Definitive Registrations and informed in the Workplan)</i>
<b>Tuesday – 10 April</b>	<b>12-18 / 13-19 – Competition</b>
All day	<i>(time of each event will be decided after the Definitive Registrations and informed in the Workplan)</i> Farewell Party
<b>Wednesday – 11 April</b>	
All day	Departure of Delegations

**Please note: Schedule is provisional and may be adjusted after entries are received**

## 5. PARTICIPATION RIGHT AND ACCREDITATION

Gymnasts from FIG affiliated federations in good standing may take part in these World Age Group Competitions. An individual is entitled to only one accreditation card. If an individual has several valid “accreditable” functions, the highest function is normally selected, and no substitutes may directly benefit from unused accreditations.

The maximum size of each delegation as per FIG Technical Regulations 2018, Section 5 and FIG Rules for Accreditation as follows:

### MAXIMUM DELEGATION SIZE

Function		Number
Head of Delegation		1
Team Manager	4 to 5 units	1
	6 units and more	2
Gymnasts	max. 2 units per category and Age Group but no more than	52
Coach	1 unit	1
	2 units	2
	3 to 4 units	3
	5 to 6 units	4
	7 to 8 units	5
	9 units and more	6
Additional coach <sup>1</sup>	4 to 10 units	1
	11 units and more	2
Judge ( <i>in accordance with T.R. Section I, Reg. 7.10.3 excluding any Chair or Difficulty Judge appointed by the ACRO-TC and invited Reference Judges</i> )		2
Medical Doctor		1
Paramedical Staff		1
Additional Medical Doctor or Paramedical Staff <sup>1</sup>	4 to 7 units	1
	8 units and more	2
Chaperon per 10 competitors <sup>1</sup>		1
Guest or VIP Guest <sup>1</sup>	1 to 4 units	1
	5 units and more	2
<b>Transferable access cards<sup>2</sup></b>		
Zone 1 coach		2
Zone 1 medical staff		1
Zone 3 Head of Delegation or Team Manager		1

<sup>1</sup> Accreditation at the charge of the Federation:

Guest, Additional Medical Doctor or Paramedical Staff, Chaperon – 200 EUR

VIP Guest – 250 EUR

<sup>2</sup> Additional transferable access cards may be delivered by FIG upon request by the delegation due to competition schedule / conditions

**Transferable Access Cards (TAC):**

TACs may only be used by persons already accredited and must always be used in conjunction with the primary accreditation card. They are only transferable within the Federation’s official delegation and appropriate function.

**Lost transferable access cards will not be replaced.**

**SUPPLEMENTARY ACCREDITATIONS**

The following supplementary Accreditations (either free of charge or at the charge of the Delegations or the FIG Authority) as per the accreditation rules may also be delivered to the FIG affiliated federations and FIG Authorities, provided that a request is sent in writing to the FIG by 03 January 2018.

<b>FIG and Honorary Members</b>	<b>Cost</b>
Former Olympic and World Champions	Free of charge
NF President as Guest if not as Head of Delegation (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet)	200 EUR
NF President as Guest if not as Head of Delegation (if accommodation not booked through the LOC: access to the delegations seating only)	200 EUR
NF President as VIP Guest if not as Head of Delegation (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet)	250 EUR
NF President as VIP Guest if not as Head of Delegation (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge)	250 EUR
Accompanying person of an NF President	200 EUR
VIP Accompanying person of an NF President	250 EUR
VIP Accompanying person of TC Members	250 EUR
VIP Accompanying person of EC Members	250 EUR
VIP Accompanying person of FIG and former FIT Honorary Members	250 EUR

<b>Organizers of future multi sports Games, World and Continental Championships (if assigned, or in case of candidature / bidding contracts) other than the next ACRO World Competitions</b>	
Observers (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	200 EUR
Observers (if accommodation not booked through the LOC: access to the delegations seating only)	200 EUR
VIP Observers (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet only)	250 EUR
VIP Observers (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge only)	250 EUR



<b>Organizers of the next Acrobatic Gymnastics World Championship</b>	
<b>Maximum 6 accreditations including 2 VIP</b>	
Observers maximum 6 (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Observers maximum 6 (if accommodation not booked through the LOC: access to the delegations seating only)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge only)	Free of Charge

<b>Additional Observers</b>	
Additional Observers (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	200 EUR
Additional Observers (if accommodation not booked through the LOC: access to the delegations seating only)	200 EUR
Additional VIP Observers (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well).	250 EUR
Additional VIP Observers, if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge only.	250 EUR

**The accreditations for the World Championships are not valid for the World Age Group Competition and vice versa.**

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced at the charge of the card holder (*EUR 200 or EUR 250 in case of a VIP accreditation*). Lost or stolen TAC will not be replaced.

For Media Accreditations, please contact directly the LOC Media Officer. Please contact Mrs. Delphine Gosseye at [delphinegosseye@gymfed.be](mailto:delphinegosseye@gymfed.be). The FIG Accreditation rules have to be strictly respected.

## 6. AGE LIMIT

The competitors must fulfill the age as stated in the Technical Regulations, Reg. 5.2. .

The age of the WAGC competitors (in 2018) are:

AGE	Year of Birth
11-16	2007-2002
12-18	2006-2000
13-19	2005-1999

## 7. REGISTRATIONS AND ENTRY FEES

---

Registrations can only be made by FIG affiliated federations in good standing, via the **FIG** on-line system (click [here](#)) and by using the National Gymnastics Federations' login (e-mail) and password.

### Provisional Registration

---

The provisional registrations must be completed from 15 October 2017 till 08 November 2017 at the very latest.

### Definitive Registration

---

The definitive registrations must be completed by entering the composition of the delegation from 09 November 2017 till 03 January 2018 at the very latest.

### Nominative Registration

---

The nominative entries must be completed by entering the composition of the delegation from 04 January 2018 till 07 March 2018 at the very latest.

Nominative registrations received in the FIG Office after the drawing of lots will be refused (i.e. the gymnasts will not be allowed to compete).

Together with the nominative registration and to accelerate the process of the accreditation, the delegations must upload one passport photo of each delegation member via the **LOC's** online system. After the provisional registration through the FIG website, the LOC will provide each Federation with a personal login and password for this system.

Requirements for each identity color photo:

- Identity: country\_code\_event\_level\_function\_full name, for example: CHN\_WAGC ACRO\_Team Manager\_LI Haoyang
- File format: .jpg or .jpeg
- Dimensions: min. 175 X 225 pixels, max. 1750 X 2250 pixels (width X height)
- File size: max. 2MB

Accreditations sent without photos will not be handled with priority. You may wait at the accreditation desk.

The delegations who sent all requested information and documents correctly before 03 March 2018 at the very latest will receive their accreditation first, upon arrival.

**Delegations who didn't respect this directive will have to wait at the accreditation center.**



If the photo has to be taken at the accreditation because none has been sent 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).

## Entry Fees

---

The non-reimbursable registration fee is of CHF 150.- per gymnast and must be paid to the FIG by **03 January 2018**.

## Fines

---

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

Fine after missing the Provisional Registration deadline or after late Provisional Registration	CHF	1'000
Fine after missing the Definite Registration deadline or after late Definite Registration (until the gymnast's draw of lots)	CHF	1'500
Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF	1'000

## 8. LICENSES

---

The LOC will be responsible for checking the validity of the gymnasts' Licenses. No gymnasts will be accepted without a valid FIG License (at the date of the Nominative Registrations).

## 9. JUDGES

---

The FIG brevetted judges are designated by their Federation and selected for the panels by draw, taking into consideration the degree of the brevet, according to the Judges' Rules.

The Chair of Judges Panel (CJP), Difficulty Judges (D) and Reference Judges (R) are drawn/nominated by FIG according to the Technical Regulations and General / Specific Judges Rules.

If a NF rejects the invitation as CJP, D Judge or R Judge, this judge may not be selected to another position for the same competition.

NF who has one or more of their judges drawn/nominated as CJP, D or R judge must propose one or two judges cat I to III, according to the TR. Failure to provide a judge will result in the FIG charging the NF with the lump sum of CHF 2'000.- for the cost of providing another judge (*except those participating for the first time in World Age Group Competitions*).



### Judges shall recuse themselves if

- they are or were married to or live in a registered partnership or co-habit with a gymnast
- they are related to a gymnast by birth or marriage in direct or in collateral line, including the following persons: grandparent, parent, uncle, aunt, brother, sister, child, grandchild, nephew and cousin.



## Jury of Appeal

---

The Jury of Appeal will be decided on site.

## 10. DRAW OF LOTS

---

The draw of lots will decide the starting order of the qualification competitions and the finals. The draw of lots will take place within two weeks after the deadline of the nominative registration (*please refer to FIG Technical Regulations 2018, Section 1, Art. 4.4, #1*).

The exact date, time and location will be announced by the FIG to the parties concerned which are entitled to be present at the draw.

## 11. COMPETITION FORMAT AND PROGRAMME

---

The competition will be conducted according to the FIG Technical Regulations 2018 edition including Section 5: Special Regulations for Acrobatic Gymnastics.

## 12. MEDIA

---

### 12.1 Media accreditation

Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact Ms Delphine Gosseye at [delphinegosseye@gymfed.be](mailto:delphinegosseye@gymfed.be).

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

### 12.2 Publicity

As the Code of Points foresee deductions should the FIG Rules for Advertising and Publicity on attire and equipment not be respected, each federation may fill-in the online FIG Publicity form (FIG Rules for Advertising and Publicity Appendix E for men and F for women) if deemed necessary **by 12 March 2018**, at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under “Rules - Publicity” for additional information, you may also contact [tv@fig-gymnastics.org](mailto:tv@fig-gymnastics.org) for further assistance if required.

### 12.3 Biographies

Athlete biographies are available online at [http://fig-gymnastics.com/publicdir/athletes/bio\\_view.php](http://fig-gymnastics.com/publicdir/athletes/bio_view.php)



### 13. EQUIPMENT

---

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

### 14. VISA

---

Please verify immediately with your travel agent or the Belgian Embassy or Consulate in your country if a visa is required for your travel to Belgium.

The LOC will be happy to assist each Delegation member with an official invitation letter, provided that the visa request is made to the LOC via the **LOC's** online system before **03 January 2018** (or earlier if your embassy takes a long time to issue visas) and includes the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to. The LOC will provide each Federation with a personal login and password for all online visa requests.

General visa information for Belgium can be obtained here: <https://dofi.ibz.be/sites/dvzoe/index.html>.

Federations are responsible for all costs related to their visa request.

### 15. TRANSPORTATION

---

#### International Transportation

The international travel to Antwerp will be at each delegation's own expenses. The FIG and the Local Organizing Committee strongly recommend that each Federation takes cancellation insurance for its transportation.

#### Local Transportation

Accredited team delegations who stay at one of the official hotels and book their accommodation through the Local Organizing Committee, will be provided with local transportation from Antwerp Airport, Brussels International Airport, Brussels South Charleroi Airport(\*) and Antwerp Central Train Station to the official hotels and back. This service from the airport/train station to the official hotels and back will be guaranteed by LOC on the official arrival and departure days for the event the delegation takes part in(\*\*).

The official international airport for these championships is Brussels International Airport.

A shuttle service will be available for the local transportation of all accredited persons (if applicable) from the official hotels to the training, warm-up, and competition venues as well as to any other official activities and back as needed.



Federations who do not stay at one of the official hotels, do not book their accommodations through the LOC and do not fill-in and submit to the LOC via the LOC's online system their Travel Schedule for Arrival and Departure in due course **will not** be entitled to use the event local transportation system and will be responsible to be on time.

Notes:

(\*) Due to the long distance between Antwerp and Brussels South Charleroi Airport, an extra fee of EUR 30 per person will be charged (one-way).

(\*\*) For arrivals and departures outside the official arrival and departure days an extra fee of EUR 20 per person will be charged (one-way), except if the delegation booked an early-arrival package through the LOC. (see paragraph 25)

## 16. ACCOMMODATION

---

The LOC is delighted to provide FIG and official delegations members with a selection of ho(s)tels covering four different categories (I, II, III & IV) and all located within a 3 to 7 km driving distance from the event venue (official shuttles provided from each hotel, back & forth).

### 1. CROWNE PLAZA ANTWERP (CATEGORY I) - for FIG Family & Delegations

Gerard Le Grellelaan 10 - 2020 Antwerp - + 32 3 259 75 00

[www.cpantwerpen.be](http://www.cpantwerpen.be)



### 2. RAMADA PLAZA ANTWERP (CATEGORY I) - for Delegations

Desguinlei 94 - 2018 Antwerp - +32 3 244 82 11

[www.ramadaplaza-antwerp.com](http://www.ramadaplaza-antwerp.com)



### 3. VAN DER VALK HOTEL ANTWERPEN (CATEGORY II) - for Delegations

Lt. Lippenslaan 66 - 2140 Antwerp - +32 3 235 91 91

[www.vandervalkantwerpen.be](http://www.vandervalkantwerpen.be)



### 4. TRYP ANTWERP HOTEL (CATEGORY II) - for Delegations

Plantin en Moretuslei 136-140 - 2018 Antwerp - +32 3 271 07 00

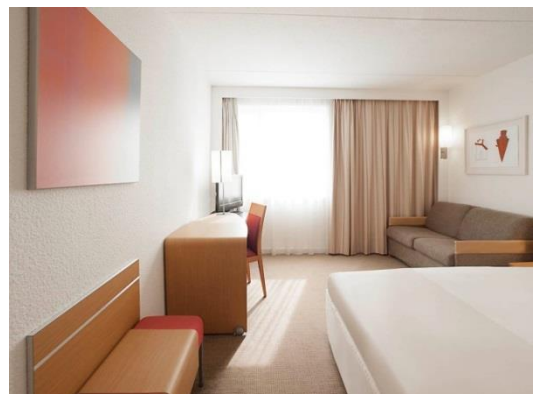
[www.trypantwerp.com](http://www.trypantwerp.com)



### 5. NOVOTEL ANTWERP (CATEGORY II) - for Delegations

Luithagen-Haven 6 - 2030 Antwerpen - +32 3 393 90 04

[www.novotel.com/antwerp](http://www.novotel.com/antwerp)



## 6. IBIS BUDGET PORT (CATEGORY III) - for Delegations

Luithagen-Haven 6 - 2030 Antwerpen - +32 3 544 97 81

[www.ibis.com/nl/hotel-7857-ibis-budget-antwerpen-port/index.shtml](http://www.ibis.com/nl/hotel-7857-ibis-budget-antwerpen-port/index.shtml)



## 7. TULIP INN ANTWERP (CATEGORY III) - for Delegations

Potvlietlaan 2 - 2600 Antwerp - +32 3 236 43 55

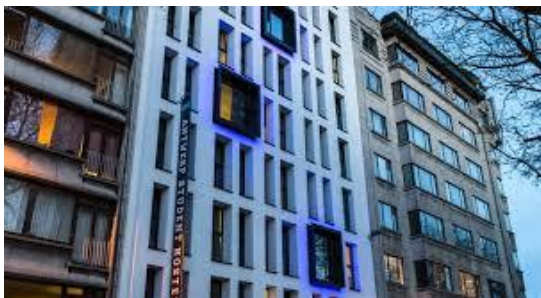
[www.tulipinnantwerpen.com](http://www.tulipinnantwerpen.com)



## 8. ANTWERP STUDENT HOSTEL (CATEGORY IV = YOUTH HOSTEL) - for Delegations

Italiëlei 237 - 2000 Antwerp - +32 3 500 88 17

[www.ash-antwerp.com](http://www.ash-antwerp.com)





Packages are available:

11-16: from 01 April to 06 April 2018

12-18 / 13-19: from 05 April to 11 April 2018

For earlier or later arrivals/departures, please contact the LOC – Mrs. Els Coppieters, at ([elscoppieters@gymfed.be](mailto:elscoppieters@gymfed.be)).

All prices are per night and per person, including breakfast and taxes

Category	Single room	Twin/double room	Triple room
I	€ 165	€ 115	/
II	€ 159	€ 102	€ 90
III	€ 112	€ 78	€ 70
IV	€ 65 (multiple rooms)		

*All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) are not included!*

#### Location of the Hotels/Hostels





## Reservations

The LOC will provide each Federation with a personal login and password for all accommodation reservations in the official hotels.

FIG affiliated member Federations should request their accommodation as a matter of priority as rooms are limited and will be allocated strictly in order of booking receipt (i.e. “first come, first served”). Please note that each Delegation will be requested to select a “Hotel Category” among the four categories proposed and not a “Hotel Name”. The LOC will be responsible for allocating the different hotels in accordance with the selected category. Should a chosen hotel category not be available anymore, the LOC will contact the concerned Federation to discuss alternative options.

To secure your preferred hotel category, it is thus strongly recommended to fill in and submit to the LOC via the **LOC's** online system the Accommodation Room Numbers and the Accommodation By Name well in advance of the due dates of respectively **03 January 2018** and **07 March 2018**.

Do **not** book directly with the hotel as transfers and local transportations will then **not** be offered.

## Booking & Deposit

The LOC will provide each Federation with a personal login and password for all accommodation reservations in the official hotels. The following steps must be respected:

- 1) Accommodation by number: register online via the **LOC's** online system until **03 January 2018** at the very latest.
- 2) Accommodation by name: register online via the **LOC's** online system until **07 March 2018** at the very latest.

A **50% DEPOSIT** must be paid **simultaneously** to secure your booking. The prepayment to the LOC of 50% of the total cost of the accommodation must be made at the time you submit the Accommodation Room Numbers, or no later than **03 January 2018**. Following receipt of this accommodation booking and the deposit payment of your reservation, the LOC will send you a confirmation detailing all booking particulars and the final balance.

Should your deposit not be received by due date, the LOC can no longer guarantee the availability and price of the selected category.

## Balance Payment

The final payment to the LOC of the remaining 50% for all accommodation will be required no later than **07 March 2018**.

Failure to forward the payment by the required date will result in the reservations being cancelled and in the deposit payment being forfeited.



## 17. MEALS & FAREWELL PARTY

---

### Breakfast

- Included in the accommodation package, served in the ho(s)tels.

### Lunch & Dinner

- A meal plan for lunch and dinner will be arranged and offered from 01 to 11 April, 2018 by the LOC, in the event venue.
- The detailed timing for breakfast, lunch and dinner will be given in the workplan.
- This meal plan is not compulsory and delegations are free to make their own arrangements to eat at their own expenses.

#### All prices per person and per meal

Breakfast	Lunch	Dinner
Included in accommodation package	€ 25	€ 25

All lunch and dinner reservations need to be made in advance through the LOC's online system by 03 January 2018 at the very latest.

### Farewell Party

- Accredited Delegation members (provided their accommodation was booked through the LOC and with the exception of E- and R- media) will receive a free ticket for the Farewell Party on:
  - 11-16: 05 April 2018
  - 12-18 / 13-19: 10 April 2018
- The exact place and time will be confirmed during the orientation meeting. The official results as well as the Federation's relevant diplomas will be distributed during this banquet. The transport service for this function will be advised via the Delegation mail boxes.
- All other persons willing to attend this Banquet will be entitled to do so, provided that a request is sent to the LOC via the **LOC's** online system and that the amount of € 60 per person will be paid in full to the LOC by 03 January 2018. Farewell party tickets cannot be purchased on site.

### Reservations

The LOC will provide each Federation with a personal login and password for all meals and farewell party reservations. All reservations need to be made through the LOC's online system by **03 January 2018** at the very latest.

A **50% DEPOSIT** must be paid **simultaneously** to secure your booking. The prepayment to the LOC of 50% of the total cost of the meals and the farewell party must be made at the time you submit to the LOC the Accommodation Room Numbers, or no later than **03 January 2018**.



Following receipt of your reservation and the deposit payment of your reservation, the LOC will send you a confirmation detailing all booking particulars and the final balance.

Should your deposit not be received by due date, the LOC can no longer guarantee the possibility to book meals.

### Balance Payment

The final payment to the LOC of the remaining 50% for all meal and farewell party reservations will be required no later than **07 March 2018**, together with the balance payment for your accommodation booking.

Failure to forward the payment by the required date will result in the reservations being cancelled and in the deposit payment being forfeited.

## **18. PAYMENTS**

---

### **18.1. Payments to FIG**

The non-reimbursable registration fee of CHF 150.- per gymnast and per discipline must be paid to the FIG.

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

Each participating member Federation is kindly requested to clearly state payment's purpose as follows:

**NF Event ID Discipline Event Level Year Host Country**  
(Example: SUI 15260 ACRO WAGC 2018 BEL)

Failing to do so will lead to an unidentified fund transfer and may cause your federation to appear not to have met its financial obligations.

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

Total amount of the FIG entry fees to be paid to:

#### **18.1.1. Bank transfer:**

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12 A, CH-1003 Lausanne/Switzerland
Bank Account / IBAN	CH40 0027 2272 5630 1649 0
Bank	UBS Switzerland SA, Nidaugasse 49, CH-2501 Bienne/Switzerland
SWIFT/BIC	UBSWCHZH80A

The payment must be made in CHF only.

**18.1.2 Credit card:**

Should you wish to pay by credit card, please contact the FIG Finance Dpt (finance@figgymnastics.org) and provide the following information:

- NF – FIG Event ID - Event - Location (*Example: SUI 15260 ACRO WCH18 BEL*)
- Amount and currency
- email address to be used for sending the link which will allow you to directly enter the credit card details

**18.2. Payments to LOC**

The payment for accommodations, meals, farewell banquet ticket, accreditations, insurance cover and visa requests (if applicable) must be made exclusively in EURO to the LOC by bank transfer

- No later than 03 January 2018 for the 50% deposit on accommodation, meals and farewell banquet ticket and for the 100% payment of extra-accreditations(if applicable)
- By 07 March 2018, latest, for the balance on the global amount for accommodation, meals, farewell banquet, insurance cover, visa requests and any other possible costs (if applicable).

Failure to forward your payment by the required dates will result in the reservations being cancelled and in the deposit payment being forfeited.

Beneficiary:	Gymsport VZW - Zuiderlaan 13 - 9000 GENT
Bank name:	KBC Potuit
Bank address:	Sint-Amandsberg 572 - 9040 Ghent (Belgium)
Account Number:	BE34 4428 0338 9190
SWIFT CODE	KREDBEBB

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation (or the FIG Authority), the contact person and the payment purpose on the transfer (i.e “SUI\_John Smith\_2018 ACRO WAGC Farewell Banquet Payment”). The payment must be made in € (Euro) only.

**Cancellation Policy**

Any cancellation will be submitted to the following penalty fees :

Cancellation period	Penalty fee
Until 03 January 2018	No penalty
From 04 January to 07 February 2018	50 % of the amount of the cancellation
From 08 February to 07 March 2018	75 % of the amount of the cancellation
From 08 March 2018 to arrival (incl. no show)	100 % of the amount of the cancellation

FIG and LOC strongly recommend that each Federation subscribes to its own cancellation insurance for its accommodation and meal reservations.



## 19. 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.

The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC via the LOC's online system in advance but by no later than 07 March 2018. The LOC will subsequently offer insurance at the Federation's own charge as follows: € 5 per person/day with a minimum of € 50 per contract (repatriation is included).

## 20. WORKPLAN

---

The Workplan will be sent to all the participating federations six weeks at the latest before the start of the competitions.

## 21. OFFICIAL HOSPITAL

---

The information about the Official Hospital will be given in the Workplan.

## 22. DOPING CONTROLS

---

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  
Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.

## 23. MUSIC

---

Each delegation needs to send its music to the LOC by 07 March 2018 at the very latest. The information on how to upload your music will be given in the Workplan.

The Organizing Committee guarantees the personal protection and the strict use of your musical creations during this event.

Keep in your possession a specimen of your music in case of a technical problem in the Competition area or for your training sessions.

## 24. LOGO - DESIGN EXPLANATION

---



1. The event logo consists of three figures. The V-shape is a checkbox that refers to the perfection that each acrobatic gymnast pursues
2. The 3 figures want to reach the top and keep each other in balance as one team
3. The 3 figures work together as one team but they also symbolize the supporters behind the acrobatic gymnasts

## 25. EARLY ARRIVAL PACKAGES

---

Does your delegation want to come earlier to Belgium and to train here before the start of the World Age Group Competitions? Do you want to arrive early and get used to the Belgian climate and time?

The LOC will be happy to assist you in your search for training opportunities; accommodation etc. and can develop a custom made package for your delegation.

Interested? Send your request before 03 January 2018 to [info@acrobatics2018.com](mailto:info@acrobatics2018.com)!

## 26. TOURIST PACKAGES

---

Experience the World Age Group Competitions Acrobatic Gymnastics in a special way and combine this sports event with a city trip to Antwerp. Discover the beautiful city and support your favorite team during the competitions, a perfect combination!

Especially for fans we made some custom packages, each package includes:

- A stay at a hotel in the heart of the historic city, based on 'room with breakfast'
- Tickets at the best places for all competitions according to the package
- City tax
- Transport in Antwerp
- Goodie bag with nice gadgets, Belgian specialties, free admission or discounts for numerous tourist attractions (museums, zoo, historic buildings, ...)

**For more information, prices and reservation, check our website!**

<http://www.acrobatics2018.com/en/travelling/tourist-packages>



**27. DEADLINES SUMMARY****FOR THE FIG**

Online Registrations (FIG web site)	Opening Date	Closing Date
Provisional Registration	15 October 2017	08 November 2017
Definitive Registration	09 November 2017	03 January 2018
Nominative Registration	04 January 2018	07 March 2018

Online Publicity	Opening Date	Closing Date
Publicity (not compulsory)	01 January 2018	07 March 2018

Request for Supplementary Accreditations	Deadline
Written request	03 January 2018

Payment (to be made to the FIG)	Deadline
Registration Fee	03 January 2018

**FOR THE LOC**

Registrations and requests through the LOC's Online system	Deadline
Visa Request (not compulsory)	03 January 2018
Accommodation: Room Numbers	
Meals (not compulsory)	
Farewell Banquet (if applicable)	
Accommodation: By Name	07 March 2018
Travel Schedule (Arrivals)	
Travel Schedule (Departures)	
Insurance Cover by the LOC	
Music	

Payments (to be made to the LOC)	Deadline
Accommodation Costs (first 50%)	03 January 2018
Accreditations at the charge of the Delegations or the FIG Authority	
Meals and Farewell Banquet (first 50%)	
Accommodation Costs (last 50%)	07 March 2018
Meals and Farewell Banquet (last 50%)	
Insurance cover by the LOC	
Any other costs (for example related to visa requests, bank charges, etc)	

Lausanne. 16 October 2017

Sincerely Yours,

André Gueisbuhler  
FIG Secretary General