

FEDERATION INTERNATIONALE DE GYMNASTIQUE



47TH FIG ARTISTIC GYMNASTICS WORLD CHAMPIONSHIPS

MONTREAL (CAN)

02 – 08 October 2017



WORK PLAN

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FOREWORD

The Work Plan for the 47th FIG Artistic Gymnastics World Championships in Montreal (CAN) to be held from 02 to 08 October 2017 has been developed between the FIG Headquarters, the FIG MTC and WTC and the LOC, in accordance with the following FIG regulations and rules (as valid in 2017):

- Statutes
- Technical Regulations
- Judge's Rules (General and Specific per discipline)
- 2017 MAG Code of Points, including MAG NSL 32
- 2017-2020 WAG Code of Points, including WAG NSL 41
- Rules for FIG Individual World Championships
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the Official FIG Competitions
- Anti-doping Rules
- Regulations for Award Ceremonies
- Media Guideline
- License Rules
- and subsequent decisions of the FIG Executive Committee and Technical Committees.

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

Federations which have not fulfilled their financial obligations towards the FIG (such as annual membership fees, unpaid invoices, non-refundable entry fee) and the LOC (e.g. hotel accommodation, meals) will not be allowed to participate in these World Championships.

1. FEDERATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Fédération Internationale de Gymnastique

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

FIG Officials

FIG President	Morinari Watanabe
MAG Jury of Appeal and Supervisory Board President	Jesus Carballo
MAG Jury of Appeal and Supervisory Board Member	Ali Zaater
WAG Jury of Appeal and Supervisory Board President	Naomi Valenzo
WAG Jury of Appeal and Supervisory Board Member	Youssef Al-Tabbaa
FIG Medical Commission Representative	Dr. Michel Légli
FIG Apparatus Commissioner	Ludwig Schweizer
FIG Secretary General	André Gueisbuhler

Men's Technical Committee and Superior Jury

MTC President (President of the Superior Jury)	Arturs Mickevics
MTC 1st Vice-president (SR Apparatus Supervisor)	Andrew Tombs
MTC 2nd Vice-president (PB Apparatus Supervisor)	Julio Marcos Felipe
MTC Member (HB Apparatus Supervisor)	Holger Albrecht
MTC Member (FX Apparatus Supervisor)	Jeff Thompson
MTC Member (VT Apparatus Supervisor)	Hiroyuki Tomita
MTC Member (PH Apparatus Supervisor)	Liping Huang

Women's Technical Committee and Superior Jury

WTC President (President of the Superior Jury)	Donatella Sacchi
WTC 1st Vice-president (BB Apparatus Supervisor)	Kym Dowdell
WTC 2nd Vice-president (UB Apparatus Supervisor)	Qiurui Zhou
WTC Member (FX Apparatus Supervisor)	Liubov Andrianova
WTC Member (VT Apparatus Supervisor)	Elena Davydova
WTC Member (Member of the Superior Jury)	Johanna Gratt
WTC Member (Member of the Superior Jury)	Tatiana Perskaia

MAG and WAG Athletes' Representatives

MAG	Jani Tanskanen	WAG	Elizabeth Tweddle
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MAG and WAG Technical Committees liaisons

MAG	Jérôme Boisteau	WAG	Natalie Turner
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FIG Staff

FIG Deputy Secretary General	Nicolas Buompane
FIG Technical Coordinator	Steve Butcher
FIG MAG Sports Manager	Terhi Toivanen
FIG WAG Sports Manager	Céline Cachemaille
FIG Marketing and Communication Director	Olivier Strebel
FIG Media Commissioner	Stéphanie Pertuiset
FIG Editor	Blythe Lawrence
FIG Technology / Webmaster	Pierre Droz
FIG Official Photographer	Volker Minkus
FIG TV Coordinator and Producer	Jean-François Rossé

TV – Host Broadcaster

HB	CBC Canada
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Longines – IRCOS

Longines Team Leader	Christophe Pittet
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2. LOCAL ORGANISING COMMITTEE (LOC)

Canadian Gymnastics Federation
Contact Person: Richard Crépin, Chairman
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47th FIG Artistic Gymnastics World Championships
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LOC Officials

Richard Crépin	President
Jean-Paul Caron	Chief Executive Officer
Bianelle Legros	Deputy Chief Executive Officer
Patrick Lafond	Senior Director- Operations
Nathalie Bastien	Senior Director- Finances, Adm. & HR
Pierre Privé	Senior Director- Competitions
William Moylan	Senior Director- Hosting & Protocole
Chantal Gilbert	Senior Director- Marketing & Communications

Sport Information Desk (SID)

The Sport Information Desk (SID) will be located at the level 100 in the East Hall (delegations' entrance) from 27 September to 08 October 2017 (see Appendix 1) and will be in operation during all Training, Warm-up, and Competition times.



SID phone number: + 1 438 476 2541 (also printed on the back of the Accreditation card)



SID email address: sid@cmgamtl2017.com

An event “Portal”, operational throughout the World Championships, has been developed. Details of this “Portal”, along with user logon will be circulated to Federations prior to the World Championships. The “Portal” will provide the start lists, the results and a range of technical information related to the World Championships.

Delegations’ Mail Boxes will be set up at the Sport Information Desk. All information regarding competition, warm-up, training, notification of meetings, transport, official functions, as well as FIG and LOC correspondences will be distributed via the delegation mail boxes (and on the event “Portal”). A special Sport Information Desk card will be issued to each Head of Delegation or his/her Substitute at the Sport Information Desk. 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. All inquiries should be directed to the Sport Information Desk.

Information Desks will also be set up at the official hotels’ lobbies.

Liaison Officers

The Official Language will be English. No designated Liaison Officers will be assigned to escort each Federation. LOC hostesses will nevertheless be available to assist with translation (if required) during meetings and media requests. They will also be able to assist Delegation members with general event information.

3. PROVISIONAL PROGRAMME (SUBJECT TO CHANGES)

DATE/TIME	DESCRIPTION	LOCATION
Mon. Sept. 25 As announced As needed	Arrival of the MTC Meeting FIG Staff–LOC Staff	As announced FIG Room
Tue. Sept. 26 As announced As announced As needed 10:00-18:00	Arrival of the WTC Arrival of the D-MAG Judges Meeting FIG Staff–LOC Staff MTC Meeting	As announced As announced FIG Room MTC Room
Wed. Sept. 27 As announced As announced As needed As per schedule 09:00-12:00 10:00-18:00 14:00-18:00	Official Arrival Day of the Delegations Arrival of the D-WAG Judges Meeting FIG Staff–LOC Staff Apparatus Control MTC Meeting WTC Meeting Meeting with D-MAG Judges	As announced As announced FIG Room Relevant Halls MTC Room WTC Room MAG Judges’ Room

DATE/TIME	DESCRIPTION	LOCATION
Thu. Sept. 28		
As per schedule	MAG and WAG Training	Training/W-up Halls
As needed	Meeting FIG Staff–LOC Staff	FIG Room
As per schedule	Apparatus Control	Relevant Halls
09:00-12:00	WTC Meeting	WTC Room
09:00-13:00	MAG Judges' Instruction and draw for Qualifications and AA Finals	MAG Judges' Room
13:00-15:30	Meeting with D-WAG Judges	WAG Judges' Room
16:00-18:00	LOC Rehearsal (march on and event presentation)	FOP
20:00-21:00	Orientation Meeting	Tower Auditorium
Fri. Sept. 29		
As per schedule	MAG and WAG Training	Training Halls
As per Schedule	MAG Warm-up	Warm-up Hall
As per schedule	MAG Podium Training (subdivisions 1, 2 and 3)	FOP
As per schedule	Apparatus Control	Relevant Halls
End 2 nd Podium Sub	Longines' Briefing for all MAG Judges	FOP
09:00-09:30	MAG Judges' Briefing	MAG Judges' Room
10:00-11:00	WTC Meeting	WTC Room
11:00-15:00	WAG Judges' Instruction and draw for Qualifications and AA Finals	WAG Judges' Room
Sat. Sept. 30		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	MAG Warm-up	Warm-up Hall
As per Schedule	MAG Podium Training (subdivision 4)	FOP
As per schedule	Apparatus Control	Relevant Halls
09:00-09:30	MAG Judges' Briefing	MAG Judges' Room
11:00-14:00	WTC Meeting	WTC Room
As per schedule	WAG Warm-up	Warm-up Hall
As per Schedule	WAG Podium Training (subdivisions 1 and 2)	FOP
15:00-15:30	WAG Judges' Briefing	WAG Judges' Room

DATE/TIME	DESCRIPTION	LOCATION
Sun. Oct. 01		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	WAG Warm-up	Warm-up Hall
As per Schedule	WAG Podium Training (subdivisions 3, 4 and 5)	FOP
As per schedule	Apparatus Control	Relevant Halls
End 3 rd Podium Sub	Longines' Briefing for all WAG Judges	FOP
10:00-18:00	MTC Meeting	MTC Room
12:00-12:45	Opening Press Conference	Montreal Tower
12:00-14:00	Media Welcome Reception	Montreal Tower
12:30-13:00	WAG Judges' Briefing	WAG Judges' Room
Time to be confirmed	Heads of Delegation Welcome Reception	City Hall
Mon. Oct. 02		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	Apparatus Control	Relevant Halls
09:00-09:30	MAG Judges' Briefing	MAG Judges' Room
10:00-14:00	WTC Meeting if needed	WTC Room
As per schedule	MAG Warm-up	Warm-up Hall
As per Schedule	MAG Qualifications (subdivisions 1, 2 and 3)	FOP
09:30-10:00	Opening Ceremony	FOP
10:00-13:00	Subdivision 1	FOP
14:00-17:00	Subdivision 2	FOP
18:00-21:00	Subdivision 3	FOP
Tue. Oct. 03		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	Apparatus Control	Relevant Halls
09:00-09:30	MAG Judges' Briefing	MAG Judges' Room
As per schedule	MAG Warm-up	Warm-up Hall
As per Schedule	MAG Qualifications (subdivision 4)	FOP
10:00-13:00	Subdivision 4	FOP
15:00-15:30	WAG Judges' Briefing	WAG Judges' Room
As per schedule	WAG Warm-up	Warm-up Hall
As per Schedule	WAG Qualifications (subdivisions 1 and 2)	FOP
16:00-18:00	Subdivision 1	FOP
19:00-21:00	Subdivision 2	FOP

DATE/TIME	DESCRIPTION	LOCATION
Wed. Oct. 04		
As per schedule	MAG (Finalists) and WAG Training	Training Halls
As per schedule	Apparatus Control	Relevant Halls
08:30-11:30	2020 Olympic Qualification Meeting	Tower Auditorium
10:00-11:00	LOC Rehearsal Award Ceremonies	FOP
10:00-18:00	MTC Meeting and Judges' analysis of Qualifications	MTC Room
12:30-13:00	WAG Judges' Briefing	WAG Judges' Room
As per schedule	WAG Warm-up	Warm-up Hall
As per Schedule	WAG Qualifications (subdivisions 3, 4 and 5)	FOP
13:30-15:30	Subdivision 3	FOP
16:00-18:00	Subdivision 4	FOP
19:00-21:00	Subdivision 5	FOP
Thu. Oct. 05		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
10:00-as needed	WTC Meeting and Judges' analysis of Qualifications	WTC Room
14:00-16:00	WAG Workshop	Tower Auditorium
17:30-19:00	WAG Athletes' Assembly and Elections of the Representative	Press Conference Room
18:00-18:30	MAG Judges' Briefing	MAG Judges' Room
As per Schedule	MAG Warm-up	Warm-up Hall
19:00-21:50	MAG All Around Final	FOP
End MAG AA	Award Ceremony MAG All Around Final	FOP
End Award Cerem.	Medalists' Press Conference	Press Conf Room
Fri. Oct. 06		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
10:00-18:00	MTC Meeting and Judges' analysis of AA Finals	MTC Room
14:30-17:30	WTC meeting if needed	WTC Room
17:30-19:00	MAG Athletes' Assembly and Elections of the Representative	Press Conference Room
17:35-18:20	WAG Judges' Briefing and Draw for Apparatus Finals	WAG Judges' Room
As per Schedule	WAG Warm-up	Warm-up Hall
18:50- 21:00	WAG All Around Final	FOP
End WAG AA	Longines MAG and WAG Prize for Elegance	FOP
End Longines Prize	Award Ceremony WAG All Around Final	FOP
End Award Cerem.	Medalists' Press Conference	Press Conf Room

DATE/TIME	DESCRIPTION	LOCATION
Sat. Oct. 07		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
09:00-12:00	WTC Meeting and Judges' analysis of AA Finals	WTC Room
10:30-11:30	FIG President Round Table	Tower Auditorium
11:30-12:30	MAG and WAG Warm-up on Podium (Finalists)	FOP
11:30-12:30	MAG Judges' Briefing and Draw for Apparatus Finals (FX, PH, RI)	MAG Judges' Room
12:00-12:30	WAG Judges' Briefing	WAG Judges' Room
As per Schedule	MAG and WAG Warm-up	Warm-up Hall
13:00-16:30	Individual Apparatus Finals (Day 1)	FOP
13:00-	MAG Floor Exercise	FOP
End MAG FX	WAG Vault	FOP
End WAG VT	Award Ceremonies MAG FX and WAG VT	FOP
End Award Cerem.	MAG Pommel Horse	FOP
End MAG PH	WAG Uneven Bars	FOP
End WAG UB	MAG Rings	FOP
End MAG SR	Award Ceremonies MAG PH, WAG UB and MAG SR	FOP
Sun. Oct. 08		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
10:00-11:30	Round table on Medical aspects and fight against Doping	Press Conference Room
10:30-12:00	WTC Meeting and Judges' analysis of Apparatus Finals (VT/UB)	WTC Room
11:30-12:30	MAG and WAG Warm-up on Podium (Finalists)	FOP
11:30-12:30	MAG Judges' Briefing and Draw for Apparatus Finals (VT, PB, HB)	MAG Judges' Room
12:00-12:30	WAG Judges' Briefing	WAG Judges' Room
As per Schedule	MAG and WAG Warm-up	Warm-up Hall
13:00-16:30	Individual Apparatus Finals (Day 2)	FOP
13:00-	MAG Vault	FOP
End MAG VT	WAG Balance Beam	FOP
End WAG BB	Award Ceremonies MAG VT and WAG BB	FOP
End Award Cerem.	MAG Parallel Bars	FOP
End MAG PB	WAG Floor Exercise	FOP
End WAG FX	MAG Horizontal Bar	FOP
End MAG HB	Award Ceremonies MAG PB, WAG FX and MAG HB	FOP
End Award Cerem.	Closing Ceremony	FOP
20:00 – 24:00	Farewell Banquet	Place to be confirmed

DATE/TIME	DESCRIPTION	LOCATION
Mon. Oct. 09		
As announced	Official Departure Day of the Delegations and Judges	As announced
Accordingly	MTC Meeting and finalization of the Judges' analysis (incl. App. Fin.)	INS
Accordingly	WTC Meeting and finalization of the Judges' analysis (incl. App. Fin. BB/FX)	INS
Tue. Oct. 10		
As announced	Departure of the MTC and the WTC	As announced

4. PARTICIPATION RIGHT AND ACCREDITATIONS

Participation Rights

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

A list including all medical personnel duly approved by the FIG is published on the FIG web site. Medical personnel seeking accreditation for these World Championships and who are not on this list must send to the FIG offices (attention Mr. Loïc Vidmer at lvidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated in English or French. They must also complete as soon as possible but at the very latest at the deadline of the nominative registration, the form called "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events (2015 edition)", 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). 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 (Appendix 1). 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, warm-up, and competition halls, the official functions and the transport system of the LOC (the LOC transport system will only be accessible if the accommodation was booked through 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 only for the Head of Delegation and Team Manager). The accreditation card is also necessary to pass the security controls and have access to lunches and dinners at the hotels (lunches and dinners are only accessible if they were booked through the LOC). In addition to the accreditation card, meal tickets may be requested as well.

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 cards, the LOC and the FIG must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced at the charge of the card holder (CHF 200).

Accreditation Center

The accreditation center will be located and open as follows:

- Location: Main Entrance at the Olympic Stadium
- Opening Dates: from 25 September 2017 to 08 October 2017

- Opening Hours:
 - on 25 September 2017 from 10h00 to 15h00
 - on 26 September 2017 from 08h00 to 18h00
 - on 27 September 2017 from 08h00 to 20h00
 - on 28 September 2017 from 08h00 to 18h00
 - from 29 September 2017 to 08 October 2017 from 10h00 to 16h00

Accreditations will be distributed at the accreditation center to the Head of Delegation or his/her Substitute upon arrival of the Delegations or accordingly. The Accreditation Rules will be strictly applied, notably as far as the number of accreditations per federations is concerned. No further accreditations may be issued without the prior approval of FIG. 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

All Delegation members will be requested to present to the LOC their valid passport upon accreditation for proof of identity and control of Nationality.

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

- provide his/her exact contact name, phone number and e-mail address while in Montreal for proper delivery of the gymnasts' start lists, judges' lists and results.
- finalize the necessary payments if needed (i.e. insurance, accommodations, and meals)
- show proof of the cover note or photocopy of the valid insurance policy
- check the correct names of the complete Delegation
- present to the LOC the gymnasts' passports which will be scanned by the LOC for official purposes
- verify the accommodation and meal requirements including the Farewell Banquet
- verify the return flight schedules
- confirm the accuracy of the Federation National Anthem and National Flag as presented by the LOC (Appendix 4). There is no longer a need to bring them to the event.
- hand in 2 CDs of the WAG competitors' floor exercise music (if any), including for each CD the:
 - Name of the Federation (official country code, example: SUI)
 - Name of the gymnast
 - Title of the music
 - Composer(s)
 - Artist
 - Duration of the music for the exercise
 - Type of recording (stereo or mono)

Delegations will also be requested to bring a CD of their WAG competitors' floor exercise music (if any) for training sessions. It is recommended that spare CDs be brought as well for safety reasons or in case of technical problems. The CDs will be returned to the Head of Delegation or his/her Substitute at the Sports Information desk at the conclusion of the delegation's competition.

If a photo has to be taken in Montreal because none has been uploaded to the **LOC** online system, there will be a charge to the federation of CAD\$10 per person payable at the time of accreditation.

The revised Work Plan, starting order, schedules, meal tickets, invoices, and invitations will be given to the Head of Delegation or his/her Substitute upon accreditation as needed.

Delegation Seating

The LOC will reserve a number of seats for the accredited delegation members in the venue (Appendix 2). 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 honors.

Transferable Access Cards (TAC)

According to FIG Accreditation Rules:

- in order to access Zone 1 (Competition Area - Field of Play), all coaches, and medical personnel need to present, in conjunction with their primary accreditation card, a TAC.
- in order to access Zone 3 (Warm-up Hall), all Heads of delegation and Team Managers need to present, in conjunction with their primary accreditation card, a TAC

All delegations will be allocated a number of Zones 1 and 3 TACs respecting FIG Accreditation Rules. Additional transferable access cards may be delivered by FIG upon request by the delegation in case of conflicting competition schedule or conditions. The TACs are only transferable within the Federation's official delegation and appropriate function. Lost or stolen transferable cards will **not** be replaced.

5. INSURANCE

Delegation members with insufficient insurance cover must inform the LOC via the **LOC** online system in advance but by no later than **04 September 2017**. Please refer to Appendix 17 for details on the First Class Assistance provided by FIG for Athletes and Judges.

6. NOMINATIVE REGISTRATIONS

Please refer to the Directives.



The gymnasts' drawing of lots will be conducted in accordance with the Nominative Registration received as of 04 September 2017.

Past this deadline, each National Federation will have the possibility to modify, if necessary, the composition of their delegation first **on line** up to 18 September 2017. For this purpose the **FIG** online nominative registration system will **reopen** from **07 September 2017 until 18 September 2017 until midnight Swiss time** to allow the NFs concerned to submit the necessary modifications.

Past the deadline of 18 September 2017, the **FIG** online system will be closed and further modifications related to the delegation's composition will then have to be sent via e-mail to FIG Offices by using Appendix 3

As per FIG Code of Ethics art. 2d), during the conduct of their activities, FIG members are expected to display correct deportment, to declare any conflict of interest between the organisation of which he/she is a member and all other organisations with which the FIG has relationships. Any close family relative to a competitive gymnast may not judge that gymnast at any FIG sanctioned event. If a conflict should or could appear, the president of the FIG is to be informed, so appropriate action can be taken. Judges shall therefore 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.

Fines

As per the Technical Regulations (Section 1, Reg. 4.1.), the fine to be paid to FIG after missing the Nominative Registrations deadlines or after late Nominative Registration (until the start of the gymnasts' drawing of lots) is of CHF 1'000.-:

FIG licences

Please refer to the Directives

Gymnasts' age limits

- The age of the **MAG competitors** in 2017 is minimum **18 years old** (born 1999) or older.
- The age of the **WAG competitors** in 2017 is minimum **16 years old** (born 2001) or older.

7. JUDGES' BREVET

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

8. CHANGE OF START LIST

Please refer to Section 1 Regulation 4.2 of FIG Technical Regulations for details on the provisions related to the changes to the lists of names.

Competitors' bib numbers

The LOC will distribute the competitors' bib numbers to the Head of Delegation or his/her Substitute at the Sport Information Desk on September 28, 2017 from 16h00 to 18h00. The loss of a competitor's bib number will have to be reported immediately to the Sport Information Desk. The competitor's bib number must be firmly attached to the competition attire during the whole competition. Sponsors' advertisements on competition bib numbers should not be covered and must be clearly visible.

9. VENUE

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

Specificities of the Competition Hall	The seating capacity is approximately 10'000 seats in an amphitheater configuration (please consult http://www.mtl2017gymcan.com for a visual of the seating plan). The Field of Play is approximately 5,400 square meters, being 90m. X 60m. The venue ceiling height is between 36 - 48m. The height of the lighting grid over the FOP is 15m. The podium will be of 80 cm height and will cover a total of 1600 square meters (40m x 40m). The necessary equipment for the musical accompaniment of women's FX will be provided (see also Appendix 2).
Specificities of the Warm-up Hall	The Warm-up Hall will be linked to the Competition Hall by a passage designated for the participants (see Appendix 1). The apparatus will be identical to those in the Competition Hall. An additional stretching area will be provided in the Warm Up Hall. The necessary equipment for the musical accompaniment of women's FX will be provided. An 80cm high podium will be provided in the Warm-up Hall for Floor and Vault. All apparatus will be anchored to the concrete floor.
Specificities of the Training Hall	The apparatus will be identical to those in the Competition Hall. An additional stretching area will be provided in the middle section of the East Hall at the Training Gym Level. The necessary equipment for the musical accompaniment of women's FX will be provided. All apparatus will be anchored to the concrete floor.

10. TRANSPORTATION AND VISAS

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

Delegations are requested to upload arrival and departure information onto the **LOC** online system by **25 August 2017** at the latest

Arrivals

The LOC will in principle offer Delegation's airport transfers on 26 and 27 September 2017 only. 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 upon arrival and will also be available at the Accreditation Center and on display at the official hotels.

Please refer to the directives for further details on Arrivals and other Transport Hubs.

Departures

If entitled and in principle on 9 October 2017 only, Delegation's 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 and the event "Portal".

Please refer to the directives for further details on Departures.

Transport Office Phone Number



+1 438 476 2536 (also printed on the back of the Accreditation card)

11. ACCOMMODATIONS

Please refer to the directives for details on the selection of official Hotels (categories and prices), locations, reservations, payments procedures, packages for visitors, and cancellation policy.

Each Federation will be requested to register online via the **LOC** online system their "Accommodation by Name" by **25 August 2017** at the very latest. The final payment to the LOC of the remaining 50% for all accommodation will be required by no later than **25 August 2017**. Failure to forward the payment by the required date will result in the reservations being cancelled and in the deposit payment being forfeited.



While all Difficulty judges will stay in Le Centre Sheraton, all Reference judges and Delegations' judges will be accommodated in the Delta Hotel.

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



Change of Official Hotel for Media and Press (instead of “Hôtel Gouverneur”)

Omni Mont-Royal

1050 Sherbrooke West St., Montréal, QC H3A 2R6 montreal.omnihotels.com/

Located in the heart of the Golden Square Mile in downtown Montreal’s financial district, with access to the underground pedestrian network, and close to the Metro Green line (20 minutes from the Olympic Stadium). Free High-speed wireless internet. Time of arrival after 15h00 (3 PM) and departure until noon (12h00). The area offers the finest shopping, dining, museums and more.



Rate:

- Single Superior Room occupancy: CAD 289
- Double Business Room occupancy: CAD 259

Rates do not include taxes; TP - Goods and services tax (5%), TVQ - Quebec sales tax (7.5%), Quebec tax on lodging (3.5%) and are in effect 24 hours before and after the event, subject to availability.

Breakfast is included for one person. Extra breakfast will be charged at 20.00\$ CAD plus taxes, per person, per day.

Booking Procedure:

By phone: Individual bookings will be made directly by participants by calling toll-free 1-888-910-1111. This number is available throughout Canada and the United States. People overseas can book through the toll-free number at 514-842-4881. During the booking, it will be important to mention the code associated with the block of rooms: FIG – AGWC 2017

Online: Use the following link: <https://www.omnihotels.com/hotels/montreal-mont-royal/meetings/2017-fig-artistic-gymnastics-world-championship>. When booking, a credit card guarantee will be required. The room will be booked until 24 hours before arrival. Upon arrival, a deposit equivalent to one night (including taxes) will be required, along with a \$50 security deposit per day. If no arrangements for late arrival have been made, the hotel reserves the right to return the room to its inventory for resale as of 18:00 (6:00 PM) on the day of arrival.

Booking Deadline:

The deadline for reservations is August 25, 2017. For more information regarding accommodations, contact Brigitte Mondor Spineanu at AGWC2017accommodations@zesteincentive.com or call +1 514-904-2323 ext.257

Renaissance Downtown Montreal (additional)

1250 Blvd Robert-Bourassa, Montréal, QC H3B 1M7/www.marriott.com/Renaissance

In the heart of downtown Montreal, near Place Ville-Marie and Sainte-Catherine Street’s boutiques, the Renaissance is Montréal’s latest hotel. With its splendid rooms and its local street art inspired lobby, this elegant yet modern hotel is convenient to tourists and business travelers alike. The rooms, decorated with artwork created by local artists, reflect Montréal’s originality



Rate:

- (1) King or (2) Queen Room occupancy: CAD 239
- King Suite occupancy: CAD 279

The rates listed above are in Canadian currency and do not include taxes. Rates are in effect 24 hours before and after the event, subject to availability. Rooms are equipped with an electric coffee maker, a tea set, a mini-fridge, and high speed wireless internet free of charge. Time of arrival is after 15h00 (3:00 PM), departure allowed until noon. Accessibility to the underground pedestrian network as well as to the Montreal subway system at Peel station. Distance from the Stadium: 25 minutes by public transit

Booking Procedure:

By phone: Individual bookings will be made directly by participants by calling +1-514-657-5000. It will be important, during the booking, to mention the group name "ARTISTIC GYMNASTIC WORLD CHAMPIONSHIP" associated with the block of rooms.

Online, click here and follow the prompts: [AGWC 2017 - MONTREAL - MEDIA ACCOMMODATIONS](#)

When booking, a credit card guarantee will be required. The room will be booked until 24 hours before arrival. Upon arrival, a deposit equivalent to one night (including taxes) will be required, along with a \$ 50 security deposit per day. If no arrangement for late arrival have been made, the hotel reserves the right to return the room to its inventory for resale as of 18:00 (6:00 PM) the day of arrival.

Booking Deadline:

The deadline for reservations is August 25, 2017. For more information regarding accommodations, contact Brigitte Mondor Spineanu at AGWC2017accommodations@zesteincentive.com or call +1 514-904-2323 ext.257

Check-in Procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted their registration. 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 financial 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.

12. MEALS

Please refer to the directives for details on the prices, reservations, arrangements, payments procedures as well as cancellation policy.

Based upon the reservations and payment made by each Federation through the LOC, the different meals arrangements will be made as mentioned in the Directives. 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 also provide the following:

- Water for the Delegations in the training, warm-up, and competition halls
- Water and snacks in the Athletes' Lounge
- Water and snacks throughout the event for the judges.
- During the MAG and WAG Podium Training and Qualifying competitions, the working MAG and WAG Judges will exceptionally receive a meal from the LOC at the competition venue.

The final payment to the LOC of the remaining 50% for all meals will be required by no later than **25 August 2017**. Failure to forward the payment by the required date will result in the reservations being cancelled and in the deposit payment being forfeited. All inquiries concerning meals must be addressed directly to the LOC as they will be responsible for handling all corresponding issues.

Farewell banquet

Accredited Delegation members (with the exception of E- and R- media), who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Banquet. This function will be held at a place to be confirmed at a later stage on 08 October 2017 from 20h00 to 24h00.

Bus transfers will be organized from the Hotels to the Banquet and back. Transport Information will be distributed via the delegation mail boxes and the event "Portal".

The Farewell Banquet will include a mix of celebrations, within a unique fun and festive environment. Dance, VIP lounge, beverages and surprises will be part of the evening. Please note that dinner will not be served at the Farewell Banquet. The dress code for this evening will be casual.

Please refer to the directives for details on the reservations as well as the payments procedures for all other persons willing to attend the Banquet.

13. TRAINING FORMAT AND PROGRAMME

Drawing of Lots

The gymnasts' drawing of lots to decide the starting order of the Qualification Competitions and the Apparatus Finals will be conducted on 13 September 2017 in FIG Headquarters in Lausanne at 10h00 in the presence of one representative of the MTC and WTC President Donatella Sacchi. The results of this draw will be published immediately. After this draw, no gymnast can be added to the number of gymnasts declared in the Definitive Registration (respectively Nominative Registration) and on every apparatus. No additional gymnasts may appear at the accreditation.

Early or late training opportunities

Delegations arriving earlier or departing later than the Official arrival and departure dates are requested to contact the Canadian Gymnastics Federation in order to receive information on early or late training opportunities if needed in local facilities. All costs and logistical arrangements related to these early and late trainings opportunities will have to be covered by the Federation concerned. No early or late training opportunities will be available at the official competition or training venues.

Official training schedules

The Official training schedules and training groups are included in Appendix 12 for MAG and WAG (subject to minor modifications). While the MAG Training sessions are free, specific times have been established for the WAG Training sessions.

The LOC will strictly monitor the rotations and training orders of each group and the Delegations will have to respect the designated training times and the allocated training halls. Each gymnast will have minimum 3 ½ hours per day in 2 sessions, one comprising more than one hour and one comprising 2 or more hours. Changes to the official scheduled training hours will not be accepted and Delegations will be responsible for following the official training schedules.

After the Qualification, training sessions will be available to the gymnasts who have qualified for the All Around Final and the Apparatus Final.

As a separate entrance and a designated area will be provided for the judges in the training halls, the judges will be allowed access in this area.

Additional training requests

After the Qualification, sufficient training sessions will be made available for gymnasts who qualify for the subsequent Finals. No additional training requests will therefore be accepted. For gymnasts who do not progress beyond the Qualifications, one open and free training session per day will be foreseen following the Qualification (except on 7 October 2017).

Podium training

See Appendix 12 for information on the MAG and WAG podium training schedules (subject to minor modifications). The MAG and WAG podium trainings will be held in accordance with the starting order of the FIG Draw for the Qualifications and will follow the competition plan. Podium Training days will be considered as Training Days and will respect the following provisions:

For MAG and WAG Podium Training (see Appendix 13 for examples), every rotation will be considered separately and will in principle be divided into 2 or 3 groups. **3 minutes will be allocated for each gymnast on every apparatus** as follows:

- Federations which declared 3 gymnasts on any apparatus will be considered as a “country group” and will start training on podium first in accordance with the results of the gymnasts’ drawing of lots. They will be entitled to use their time at their full discretion i.e. 9 minutes if 3 gymnasts are declared on an apparatus and 6 minutes if 2 gymnasts are declared on an apparatus. In case 1 gymnast only is declared on an apparatus, then 5 minutes will be allocated.
- Federations which declared 2 or 1 gymnast(s) on any apparatus will be considered as a “mixed group” for every rotation and will train on podium after the “country group(s)”. They will be entitled to use their allocated time **together** at their full discretion (i.e. 3 minutes per gymnasts declared on every apparatus). Should a “mixed group” be composed of 1 gymnast only on an apparatus, then 5 minutes will be allocated.
- The gymnasts will be fully responsible for being present in the competition hall in time for their Podium Training on every apparatus. “Country groups” or “mixed groups” will be authorized to use the designated stretching area in the warm-up hall without any special approval when not training on Podium during their allocated session. In addition, MAG gymnasts will be allowed to use the MAG apparatus, with permission from any federation(s) warming-up, before using their time on a specific apparatus. Priority will nevertheless be given to the gymnasts warming-up for the next subdivision (if any)
- For WAG FX, Federations will be required to inform the LOC at the Sport Information Desk of their gymnasts’ starting order for the sake of music playing (Appendix 18) by 29 September at 18h00 at the latest.

Warm-up schedule in the warm-up hall before Podium training will be specifically timed for WAG, but will remain free for MAG (See Appendix 12)

These Podium Training days will not be officially open to the public.

14. WARM UP FORMAT AND PROGRAMME

See Appendix 12 for information on MAG and WAG warm-up schedules (subject to minor modifications).

For the Qualifications and All-Around Finals, in addition to the allocated warm-up time in the warm-up area, a 30 seconds touch warm-up period per apparatus (with 50 seconds for the Uneven Bars and for Parallel Bars, including the preparation of the bars) will be granted to each gymnast on the FOP podium. For Vault, while maximum two attempts are permitted in Qualifications and All-Around Finals, maximum 3 attempts are permitted in Qualifications for qualification for Apparatus Finals.

During Qualifications, the gymnasts will exceptionally be authorized to return to the warm-up hall during competitions without any special approval. WAG gymnasts may only use the stretching area because of the specific timing associated with warm-up of the next subdivision. MAG gymnasts may use the designated stretching area and the MAG apparatus, with permission from any federation(s) warming-up, before using their time on a specific apparatus. Priority will nevertheless be given to the gymnasts warming-up for the next subdivision (if any). The gymnasts will be fully responsible for being present in the competition hall when required in order to perform their routine on time.

Prior to the start of Apparatus Finals, a warm-up period of one hour will be provided to the gymnasts in the competition hall. This warm up period will end at the very latest 30 minutes prior to the beginning of the competition. The warm-up immediately before Apparatus Finals will take place in the warm-up hall only and not on the Podium.

15. COMPETITION FORMAT AND PROGRAMME

See Appendix 12 for information on MAG and WAG Competition schedules (subject to minor modifications).

General Principles

Qualification, All Around Finals, and Apparatus Finals will be held in accordance with the 2017 FIG Technical Regulations including Section 2 for Artistic Gymnastic, Reg.5.3, the 2017 MAG Code of Points (including MAG NSL 32), the 2017-2020 WAG Code of Points (including WAG NSL 41), as well as other FIG technical directives. There will be no team Competitions or team ranking in the qualifying competition.

These Individual Gymnasts' World Championships comprise exercises on each of the various apparatus to determine the All-Around World Champion and the World Champion on each Apparatus. In case of ties, the tie-breaking rules as defined in the FIG TR will apply.

The Competition Director and the FOP Managers will be in charge of the competitions, warm-ups, and training areas. All instructions given by them must be strictly observed, especially during TV broadcast (i.e. in relation with the marching in and out).

During competition and warm-up on the FOP, gymnasts, coaches, and judges are absolutely prohibited from using any electronic device to talk, transmit or receive messages (mobile phones, mini-notebooks, computers, etc.) or use any camera or video device. D-Judges may use a personal computer solely for their necessary judging information and to record details of exercises for their final report. Gymnasts may use an electronic device in the FOP solely for the playing of personal music with wired headphones.

WAG coaches will be recommended to submit the written exercises (short hand writing) of their WAG gymnasts to the LOC at the Sport Information Desk up to the time of the Orientation Meeting, from where they will be placed in the WAG Superior Jury box.

For athletes' substitution or withdrawal, please refer to Section 1 Regulation 4.2 of FIG Technical Regulations

Qualifications and Starting Order

For the Qualifications, the gymnasts will be divided into groups as per the gymnasts' drawing of lots results. The location of groups into the various subdivisions and the starting order of the Federation in the first rotation of each subdivision were decided by this draw as well. Subsequent rotations will proceed as per the standard rules should the nominative registrations permit it. The FIG, in consultation with the TC and the LOC reserves the right to apply minor adjustments to the draw and starting order should the nominative registrations received or the final number of participants at the time of the competition generate organizational problems in terms of training, podium training, warm-up and competition schedules.

A Federation may insert any registered gymnast into the position drawn for its Federation on the respective apparatus. The Head of Delegation or his/her Substitute will have to hand in the "Confirmation of Starting Order for Qualifications" form to the Sport Information Desk **24 hours** prior to the start of the respective MAG and WAG Qualifying competition (Appendix 7 and Appendix 8). As MAG and WAG Qualifications takes place over a day and a half each, the deadline of 24 hours refers to the day the gymnast has to perform as follows:

- **For MAG on 01 October 2017 at 10h00** for gymnasts competing in Subdivisions 1, 2, 3 and **on 02 October 2017 at 10h00** for gymnasts competing in Subdivision 4
- **For WAG on 02 October 2017 at 16h00** for gymnasts competing in Subdivisions 1, 2 and **on 03 October 2017 at 13h30** for gymnasts competing in Subdivision 3, 4, 5

If a federation does not respect this deadline, the gymnasts' starting order will be determined based on their bib numbers.

In view of the predicted number of MAG and WAG gymnasts which will be registered in each group for Qualifications, the gymnasts will in principle proceed with their touch warm-up on the podium and their competition as follows:

- If 8 gymnasts compete in a group, the first 4 gymnasts warm-up and compete and then the next 4 gymnasts warm-up and compete
- If 7 gymnasts compete in a group, the first 4 gymnasts warm-up and compete and then the next 3 gymnasts warm-up and compete
- If 6 and less gymnasts compete in a group, all gymnasts warm-up and compete

At the completion of the Qualifications, a list of MAG and WAG qualified gymnasts and reserves for the All-Around Finals and Apparatus Finals will be published and distributed. In case of ties, the tie-breaking rules as defined in the FIG TR will apply.

All-Around Finals and Working Order

In order to qualify for the All-Around Finals, the gymnast must have participated in the Qualifying Competition. The best 24 gymnasts from the Qualifications will qualify for the All-Around Finals with a maximum of 2 gymnasts per Federation, and with 4 reserve gymnasts standing by. In case of ties, the tie-breaking rules as defined in the FIG TR will apply.

The Head of Delegation or his/her Substitute is not required to confirm participation in the All-Around Finals, but must inform the Sport Information Desk if he/she wishes to refuse a place and therefore to withdraw a gymnast at the very latest 24 hours prior to commencement of the MAG and WAG All-Around Finals (Appendix 9) as follows:

- **For MAG on 04 October 2017 at 19h00**
- **For WAG on 05 October 2017 at 18h50**

This applies to the qualified gymnasts and reserves. The 4 reserve gymnasts will be entitled to use the Warm up Hall until the start of the All-Around Finals.

Qualified gymnasts for the All-Around Finals may be replaced by their NF with one of its other gymnasts at their discretion in accordance with Art. 4.2 of the FIG TR, provided that the said replacement has obtained a superior result to that of the first gymnast of reserve

The MAG and WAG competitions working order will take place in accordance with the TR, section 2, Reg. 5.1.7.2

Apparatus Finals and Starting Order

The best eight gymnasts per apparatus from the Qualifications will qualify to participate in the Apparatus Finals with a maximum of two gymnasts per Federation and with 3 reserve gymnasts per apparatus standing by. In case of ties, the tie-breaking rules as defined in the FIG TR will apply.

The Head of Delegation or his/her Substitute is not required to confirm participation in the Apparatus Finals, but must inform the Sport Information Desk if he/she wishes to refuse a place and therefore to withdraw a gymnast at the very latest 24 hours prior to commencement of the MAG and WAG Apparatus Finals (Appendix 9) as follows:

For MAG and WAG on 06 October 2017 at 13h00 for gymnasts competing **on Day 1 of the Apparatus Finals** and **on 07 October 2017 at 13h00** for gymnasts competing **on Day 2 of the Apparatus Finals**

This applies to the qualified gymnasts and reserves. The 3 reserve gymnasts will be entitled to use the warm-up period of one hour in the competition hall as well as the Warm up Hall until the start of their respective apparatus in the Apparatus Finals.

Qualified gymnasts for the Apparatus Finals may be replaced by their NF with one of its other gymnasts at their discretion in accordance with Art. 4.2 of the FIG TR, provided that the said replacement has obtained a superior result to that of the first gymnast of reserve

The MAG and WAG starting order will take place as per the gymnasts' drawing of lots results

16. FIG CERTIFIED APPARATUS

The FIG Certified Manufacturer Supplier for these World Championships will be Gymnova. The Color of the Floor Exercise mat will be white. The Apparatus controls will be conducted as per the enclosed schedule. Please refer to the directives for details on the list of Apparatus used.

17. NEW ELEMENTS, REQUEST TO CHANGE APPARATUS MEASUREMENTS, VAULT NUMBERS

The Head of Delegation or his/her Substitute must submit Appendix 5 for New Elements, Appendix 6 for Change of Apparatus Measurements and Appendix 10 for Vault Numbers to the LOC at the Sport Information Desk prior to the time of Orientation Meeting or at the latest before the start of Podium Training for Appendix 5, before or during Podium Training for Appendix 6 and one hour before the competitions' start for Appendix 10.

18. MUSIC

The music form will be available for download on the computer just after each National Gymnastics Federation submits its Nominative Registration. This Excel document will already be partially filled out with the names of the gymnasts submitted at the Nominative Registration.

The name of the composer, the title of the music the gymnasts will perform to and the name of the artist or interpreter must be added. The structure of the form in itself must not be modified. Once completed, the form must be returned **EXCLUSIVELY** by e-mail in the **XLS/XLSX** format (attention: Céline Cachemaille / e-mail at ccachemaille@fig-gymnastics.org or fax at +41 21 321 55 19) and the LOC. **OTHER FORMAT (SUCH AS JPG OR PDF) WILL BE REFUSED.** In case of loss, the form may be re-downloaded by clicking on the button with the musical note (as seen below). This button is to be found just to the right of the Registration button.



While the LOC guarantees the respect for the rights of author and broadcasting of the musical works, each National Gymnastics Federation will also have to confirm that the Floor Exercise music of their WAG gymnast does not violate any copyrights and that it can be broadcasted within sports. This confirmation will be made by filling-in the aforementioned WAG Music Form and by returning it to FIG (attention: Céline Cachemaille / e-mail at ccachemaille@fig-gymnastics.org) **by 4 September 2017** at the very latest.

19. JUDGES' PANEL, JURY OF APPEAL, AND SUPERVISORY BOARD

Refer to Appendix 2 for the judges' march in and out.

D and R Judges

While the Difficulty and Reference Judges have been respectively drawn and nominated by the MTC and WTC, these judges will count in the judges' quota allowed per Federation.

E-Judges

For MAG and WAG:

- Each delegation with 1-3 MAG and 1-3 WAG gymnasts may send up to 1 eligible E-judge of Category I, II, or III for the XIV Cycle, regardless if R-judge was nominated or D-judge was drawn. The total number of D, R, or E judges per NF may however not exceed 2.
- Each delegation with 4-6 MAG and 4 WAG gymnasts may send up to 2 eligible E-judges of Category I, II, or III for the XIV Cycle, provided that no R-judge was nominated or D-judge was drawn:
 - If 1 R is nominated, then only 1 E can be assigned
 - If 1 D is drawn, then only 1 E can be assigned
 - If 1 R is nominated and 1 D is drawn, then no E can be assigned

The MAG and WAG E-judges' draw in Montreal will be conducted in accordance with the principles mentioned in the Technical Regulations (art. 7.10, Section 1) and as outlined in the Discipline Specific Judges' Rules.

Jury of Appeal and Supervisory Board

The Jury of Appeal and Supervisory board consist of two members (one acting as President) and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

20. ANNOUNCEMENTS, ROLL CALLS AND MARCH-IN AND OUT

During the competitions, the announcements will be made in English and French. Warm up will end 15 minutes prior to the start of the competition session.

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

The competitors are required to follow the instructions of the LOC staff. Please refer to Appendix 2 for the gymnasts march-in and out. The gymnasts are required to wear their competition attire for march-in and out.

Coaches will be asked to enter the FOP by a separate entrance and to carry the bags of their gymnasts to their first apparatus.

21. SCORING

Longines will provide the official scoring equipment for these World Championships. The Longines equipment will be used for the data management of the gymnasts' start lists, judges' lists, scores, and results. While the IRCOS system will be used in accordance with FIG Rules, the start list of competitors, list of judges and results will be distributed electronically via e-mail and through the event "Portal", as well as displayed at the Sport Information Desk, and in the training and warm-up halls.

Invalid Results marks

Specific designations are used to report invalid results.

- DNS: "Did not start" indicates that the gymnast did not perform a routine or does not attempt a vault. If they just present to the judges and perform nothing, no score will be awarded and a designation of DNS will be awarded.
- DNF: "Did not finish" indicates that a gymnast did start a performance but did not finish sufficient movement to be awarded a score by the judges. It also indicates that a gymnast did not complete a phase of the competition after having started (i.e.: if a gymnast stops after 2 apparatus in All-Around final from injury)
- "0": "0" A zero is a score awarded by the judges for infringements outlined in the rules.

DNS and DNF have the following consequences in certain situations: no qualification into further rounds of that apparatus, or further phase of the competition if applicable.

22. 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 score of the following gymnast is shown. For the last gymnast of a rotation, 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. An area close to the podium where the coach of the competing gymnast can observe the exercise will be designated (Appendix 2). Late verbal inquiries will be rejected.

A federation is not allowed to complain against a gymnast from another federation. Inquiries for the Execution scores are not allowed.

The inquiry must be confirmed as soon as possible in writing (Appendix 11), 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 are not requested to pay cash **as cash money is not allowed on the FOP**. 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 rotation for the qualifying competitions and the All-Around Finals
- before the score of the following gymnast is shown for the Apparatus Finals.

Additional information are laid down in the Appendix of the Code of Points.

23. CEREMONIES

Opening Ceremony

The Opening Ceremony displaying FIG Flag and NF Flags on the large screen, playing the National Anthem of the Host Country, and delivering the Oaths (i.e. Judges', Athletes' and Coaches') and speeches will take place on 02 October 2017 from 09h30 to 10h00 at the Olympic Park Stadium

Further detailed information will be given during the Orientation Meeting.

Award Ceremonies

The awards ceremonies will be held as per the schedule enclosed and carried out in accordance with the FIG Regulations for Award Ceremonies. Please note that the Award Ceremonies will be conducted on a large stage within the Field of Play, rather than on the floor exercise podium. **Please ensure that your Federation's medalists are in time for the line-up prior to the ceremonies.** The competitors requested to attend the awards ceremonies will be as follows:

All-Around Finals	Gymnasts ranked 1st to 8 th . All 8 gymnasts must be present on the podium.
Apparatus Finals	Gymnasts ranked 1st to 3rd

The gymnasts will be required to wear the correct competition attire. The national flags of the best gymnasts will be displayed on the large screen and the national anthem of the champions will be played.

The following awards will be granted to the top 8 per Finals:

1st position	1 gold medal and 1 diploma per gymnast
2nd position	1 silver medal and 1 diploma per gymnast
3rd position	1 bronze medal and 1 diploma per gymnast
4th to 8th position	1 diploma per gymnast

Closing Ceremony

The closing Ceremony will be part of the final session on 8 October 2017 immediately after the conclusion of the Apparatus Finals competition in the Olympic Park Stadium. At the end of the Closing Ceremony the FIG flag will be handed over to a representative of the 48th FIG Artistic Gymnastics World Championships to be held in Doha (QAT) in 2018.

24. LONGINES PRIZE FOR ELEGANCE

The prestigious Longines Prize for Elegance will honor the individual All-Around women and men gymnasts judged to be the most elegant. The basis for evaluating and awarding the Prize will include emotional appeal extending beyond technical considerations to beauty and charisma as well as grace and harmony of the movements. The prizes will be presented immediately before the Award Ceremony for the WAG All-Around Final.

25. MEDICAL SERVICES

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

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

26. 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.

27. PRIZE MONEY

The following Prize Money will be allocated to the medalists:

MAG Individual All-Around Finals:	1 st CHF 5'000 2 nd CHF 3'000 3 rd CHF 1'000	WAG Individual All-Around:	1 st CHF 5'000 2 nd CHF 3'000 3 rd CHF 1'000
MAG Individual Apparatus Finals (par apparatus):	1 st CHF 3'000 2 nd CHF 2'000 3 rd CHF 1'000	WAG Individual Apparatus (per apparatus):	1 st CHF 3'000 2 nd CHF 2'000 3 rd CHF 1'000

28. MEETINGS, INSTRUCTIONS, AND SEMINARS

Orientation Meeting

The Orientation Meeting will be held on 28 September 2017 at the Tower Auditorium from 20h00 to 21h00 (Appendix 1). Delegation representatives have to attend this meeting with a max of 2 accredited members per delegation, including the Head of Delegation or his/her Substitute.

Delegation representatives will be required to submit their Orientation Meeting attendance card received upon accreditation at the entrance of the room. Judges may not represent their country at the Orientation Meeting. Important information about the organization of these World Championships will be given by the LOC and the FIG. This Meeting will be held exclusively in English.

Participation is compulsory as per Technical Regulations, Section 1, Reg. 5.12. Unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

Judges' Instructions, Meetings, Briefings, Draw and Podium Training

Judges will be required to be present at the roll call. The judges must respect the dress code mentioned in the Code of Points.

All the judges are required to take part in the instruction, briefings, and in 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, briefing, and subsequent meetings will not be authorized to judge, they will receive warnings and possibly other sanctions as well.

All MAG and WAG judges (D, E, and R) are required to attend all podium subdivisions to be eligible for participation in all phases of the competition.

The draws of the Judges' Panels for the Qualification and Finals (following the Qualifications and the judges' evaluations) will be conducted by the MTC and WTC.

TC Meeting and Video Analysis

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

Longines instruction

The Longines Instruction will be held on the FOP as follows:

MAG	29 September 2017 at the end of the 2 nd Podium Subdivision	WAG	01 October 2017 at the end of the 3 rd Podium Subdivision
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Election of the MAG and WAG Athletes' Representatives

The elections of the MAG and WAG athletes' representative for the period extending from 2018 until 2021 will take place as follows

- for MAG: on 6 October 2017 from 17h30-19h00 at the Press Conference Room
- for WAG: on 5 October 2017 from 17h30-19h00 at the Press Conference Room

These elections will be made according to the FIG Statutes and based on the candidatures received. Not more than one representative in the FIG athletes' commission per Federation will be allowed. The assembly of the athletes will be open to two athletes per member federation and the FIG officials.

The election will be directed by a person to be designated at a later stage, accompanied respectively by the President of the FIG MTC and the President of the FIG WTC.

MAG and WAG Candidates must be nominated by their gymnastics Federation as soon as possible, but by no later than **04 September 2017**. Should the FIG not receive any candidatures within the given deadline, candidates will be accepted from the floor on the day of the assembly, provided that the candidates present a written confirmation duly signed by the President or the Secretary General of their Gymnastics Federation at the assembly.

Official Heads of Delegation Welcome Reception

The Official Heads of Delegation Welcome Reception will take place at the City Hall on 01 October, 2017 at a time to be confirmed at a later stage. All information regarding this official welcome reception and the bus transport will be distributed via the delegation mail boxes and the event "Portal".

WAG Workshop

WAG judges, WAG coaches and other interested accredited Delegation Members are invited to participate in the WAG Workshop which will address the theme of the application of Artistry deductions on Floor exercise and Balance Beam. The aim is to explain the difference between outstanding and mediocre execution of artistic composition and presentation and apply the appropriate deductions. The following topics will be developed:

- Play a Role
- Engage the audience
- Expression
- Complexity of movements
- Amplitude
- Fluency

This workshop will be held on 05 October 2017 from 14h00 to 16h00 at the Tower Auditorium and presented by Donatella Sacchi and Debra Brown.

As prior registration is required, each federation is kindly required to send to FIG Office (attention: Céline Cachemaille / e-mail at ccachemaille@fig-gymnastics.org) Appendix 14 **by 04 September 2017**

FIG President Round Table

Presidents of Federations, Heads of Delegations, and maximum one additional guest (for a total of 3 Delegation members) are invited to participate in the Round Table presented by FIG President Morinari Watanabe to inform and discuss about his strategy. This FIG President Round Table will be held on 07 October 2017 from 10h30 to 11h30 at the Tower Auditorium

As prior registration is required, each federation is kindly required to send to FIG Office (attention: Terhi Toivanen / e-mail at ttoivanen@fig-gymnastics.org) Appendix 15 **by 04 September 2017**

Round table on Medical aspects and fight against Doping

The FIG Medical Commission will invite all accredited National Federations' Medical doctors and Paramedical Staff to a roundtable to be staged on 08 October 2017 from 10h00 to 11h30 at the Press Conference Room.

This roundtable is meant to provide valuable information on medical aspects and fight against doping. Please complete the "Round table on Medical aspects and fight against Doping" form (Appendix 16) and return it to the FIG office (attention: Terhi Toivanen / e-mail at ttoivanen@fig-gymnastics.org) at the very latest **by 04 September 2017**.

2020 Olympic Qualification System Meeting

A meeting to present the 2020 Artistic Gymnastics Olympic Qualification System will take place on 4 October 2017 from 08h30 to 11h30 at the Tower Auditorium. While prior registration to this meeting is not required, Delegations are invited to take part with a maximum of two representatives.

Judges' Leisure Day

The LOC will in principle offer the opportunity to all judges to participate in a judges' leisure day (the exact date and location will be confirmed at a later stage). Please confirm your participation to the LOC after the first judges' instruction meeting. All information related to this activity will be distributed via the LOC's MAG and WAG Technical Committee liaisons.

29. MEDIA AND TV

Media accreditation

Journalists - Editors - Photographers

Only professional journalists, editors and photographers working for editorial purposes and holding an official and valid press card issued by recognised international press agencies, and official national or international sports journalists associations will be accredited.

Media representatives of FIG member federations

The FIG delivers a limited number of media credentials (max. 2 ES-F and 1 EP-F) per federation to the communications staff of FIG member federations.

International media representatives as well as federations' communications staff can register online at <https://media.fig-gymnastics.com> in order to request media credentials for the World Championships. In addition, federations are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org.

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

Media Positions

Mixed Zone

After podium training sessions and competitions, gymnasts must exit the Field of Play (FOP) through the Mixed Zone. This is where journalists collect flash quotes from the competitors.

There is no obligation for a gymnast to stop in the Mixed Zone, however, cooperation with the press is most appreciated. To assist gymnasts to talk to the press, each participating federation may ask for one Mixed Zone Card. The cards are distributed onsite by the FIG Media staff.

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 ceremonies

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

Publicity on competition attire – Bibs – National Emblems

Publicity and national emblem rules on attire and equipment must be strictly respected as per the FIG Advertising Rules. Should you need additional information or clarification, you may contact tv@fig-gymnastics.org for further assistance.

Press conferences

An opening press conference will be organized during these World Championships on 01 October 2017 from 12h00 to 12h45 in Montreal Tower. No closing press conference will be held.

Medallist press conferences

When medallist press conferences are planned, the participation of the respective gymnasts is compulsory according to the FIG Technical Regulations 2017, Reg. 4.11.15. Federations are responsible for the proper and timely appearance of their medallists. Any federation whose athletes do not appear as stated above will be fined immediately for each infraction. The amount of the fine has been fixed by the FIG Council at CHF 2'000.-. The cancellation of a press conference is the responsibility of the FIG Media Operations Officer. In case a medallist is selected for doping control, he or she must attend the award ceremony and the press conference prior the control.

Athletes' images for improved sports presentation

Please refer to FIG official communication from August 3, 2017 that you can find by clicking on this link: <https://goo.gl/1Bf16n>

Television

Live television production of the finals is guaranteed. Competitors are requested to strictly follow the instructions of the Local Organizing Committee.

Cameras and video recording

In order to protect television rights, personal video or TV cameras and recording is prohibited in the competition hall including from the spectators' seating. The only exceptions are the host broadcaster, rights holders and IRCOS cameras.

All exercises on each apparatus 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.

30. FAN ZONE

The Fan Zone will provide the spectators an enhanced experience while attending the 2017AGWC at the Olympic Stadium. There will be twelve (12) kiosks offering numerous activities such as an activation zone, sales booths, a souvenir shop, a memorabilia wall to take pictures and information booths from our sponsors as well as the 2018AGWC (Qatar). All spectators entering the Stadium will automatically be directed to the Fan Zone before attending their seats.

31. TOURIST INFORMATION

Ticketing

Tickets for these World Championships can be bought by ordering on the WCH website: <https://mtl2017gymcan.com>

Package for visitors

Exclusive packages are available for purchase, and can be booked by visiting: <http://fanmtl2017gym.com/>

Currency

The currency in Montreal (CAN) is the CAN\$

Power Supply

Voltage 110 volts; frequency 60 Hz. An adapter might be needed

Weather in Montreal in September-October

Average minimum:	4°C / 39°F	Average maximum	14°C / 57°F
Average wet days:	14 days	Average daily sunshine:	5 hours

GMT

During the event, Montreal will be on Daylight Saving Time (GMT -5 Hr)

Popular attractions

Please consult <http://www.mtl2017gymcan.com> for information about popular attractions in Montreal.

Official Event Merchandise

Official event merchandise will be available for purchase throughout the Championships at the store within the Fan Zone

Merchandise can also be purchased online at <https://mtl2017gymcan.com>

32. SUMMARY OF REMAINING DEADLINES

For the FIG (see also Appendices below)

FIG Online System	Opening Date	Closing Date
Nominative Registration	Now	04 September 2017 until midnight Swiss time
WAG Music	Now	04 September 2017 until midnight Swiss time
Publicity (not compulsory)	Now	04 September 2017
Nomination of Candidates MAG/WAG Elections Athletes Representatives (not compulsory)		Deadline
Written request		04 September 2017

For the LOC (see also Appendices below)

LOC Online System	Deadline
Travel Schedule for Arrivals and Departures	25 August 2017
Accommodation By Name and Meal Plan (if any)	25 August 2017
Written Request for Insufficient Insurance Cover (if applicable)	04 September 2017
Payment (to be made to the LOC)	Deadline
Accommodation Costs and Meal Plan (if any) last 50%	25 August 2017

Appendices

Appendix 1	General View of all Areas with Access Zones
Appendix 2	FOP and Seating Positions
Appendix 3 Deadlines	Accreditation Modification <ul style="list-style-type: none"> • Between 19 September 2017 and Accreditation: FIG Office and copy to LOC • Between Accreditation until end competitions: Sport Information Desk for FIG evaluation
Appendix 4 Deadline	National Anthem / National Flag Upon Accreditation with LOC
Appendix 5 Deadline	New Elements At the Sport Information Desk prior to the time of Orientation Meeting or before the start of Podium Training to LOC
Appendix 6 Deadlines	Change Of Apparatus Measurements At the Sport Information Desk prior to the time of Orientation Meeting or at the latest before or during Podium Training to LOC
Appendix 7 Deadline	MAG Confirmation of Starting Order for Qualifications On 01 October 2017 at 10h00 for gymnasts competing in Subdivisions 1, 2, 3 and on 02 October 2017 at 10h00 for gymnasts competing in Subdivision 4
Appendix 8 Deadline	WAG Confirmation of Starting Order for Qualifications On 02 October 2017 at 16h00 for gymnasts competing in Subdivisions 1, 2 and on 03 October 2017 at 13h30 for gymnasts competing in Subdivision 3, 4, 5

Appendix 9 Deadline	Gymnast's Withdrawal for All-Around Finals and Apparatus Finals All-Around Finals For MAG on 04 October 2017 at 19h00 For WAG on 05 October 2017 at 18h50 Apparatus Finals For MAG and WAG on 06 October 2017 at 13h00 for gymnasts competing on Day 1 and on 07 October 2017 at 13h00 for gymnasts competing on Day 2
Appendix 10 Deadlines	Vault Numbers At the Sport Information Desk prior to the time of Orientation Meeting or at the latest 1h before competitions' start to LOC
Appendix 11 Deadline	Inquiry See above point 22
Appendix 12	MAG/WAG Schedules (subject to minor modifications)
Appendix 13	Podium Training Example
Appendix 14 Deadline	WAG Workshops 04 September 2017 to FIG
Appendix 15 Deadline	FIG President Round Table 04 September 2017 to FIG
Appendix 16 Deadline	Round Table on Medical Aspects and fight against Doping 04 September 2017 to FIG
Appendix 17	First Class Assistance for Athletes and Judges
Appendix 18 Deadline	WAG Podium Training FX Starting Order At the Sport Information Desk to LOC on 29 September at 18h00 at the latest

André F. Gueisbuhler
Secretary General