



ID 15414

15TH FIG AER GYMNASTICS WORLD CHAMPIONSHIPS

GUIMARÃES (POR)

June 1-3, 2018



Directives

Update February 23rd, 2018

Accommodation information

Dear President,

The FIG is pleased to herein provide you with the Directives for 15th World Championships AER Gymnastics to be held in Guimarães (POR) from June 1st until June 3rd, 2018.

These World Championships will be organized following the current valid version of the FIG Statutes, Technical Regulations, the AER Code of Points as well as all other Rules and Guidelines valid starting 01 January 2018, onwards, any possible amendments by the date of these World Championships, and any complements 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.

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1. FEDERATION INTERNATIONALE DE GYMNASTIQUE

Fédération Internationale de Gymnastique (FIG)
Contact Persons: Mr. Alexandre Cola and Ms. Sylvie Martinet
Avenue de la Gare 12
Case Postale 630
CH - 1001 Lausanne
Tel : +41 (0)21 321 55 10
Direct : +41 (0)21 321 55 18 / 15
Fax : +41 (0)21 321 55 19
Email : acola@fig-gymnastics.org, smartinet@fig-gymnastic.org
Website : <http://www.fig-gymnastics.com>

2. HOST FEDERATION AND LOCAL ORGANISING COMMITTEE (LOC)

National Federation:

GYMNASTICS FEDERATION OF PORTUGAL
Contact person: Paula Araújo
Estrada da Luz, Nº 30 – A
1600-159 LISBOA
Portugal
Tel: + 351.21.8141145
Fax: + 351.21.8142950
Email: gympor@gympor.com
Website: <http://www.fgp-ginastica.pt/>

Local Organizing Committee:

GYMNASTICS FEDERATION OF PORTUGAL
Contact person: Bernardo Tomás
Estrada da Luz, Nº 30 – A
1600-159 LISBOA
Portugal
Tel: + 351.21.8141145
Fax: + 351.21.8142950
Email: aerobicswch2018@gympor.com
Website: www.worldaerobics2018.com

3. LOCATION OF THE COMPETITION HALL, TRAINING HALL AND WARM UP HALL

Competition Hall	Multiusos de Guimarães Alameda Cidade de Lisboa – Creixomil 4835-037 Guimarães
Warm-up Hall	GPS – 41. 43544 N 8. 30790 W
Training Halls	Tel: + 351.21.8141145 Website : www.worldaerobics2018.com

Pictures of the Halls as of today.



4. PROVISIONAL PROGRAM (SUBJECT TO CHANGE)

Date	Description	Location	Schedule
Tuesday May 29	Official arrival of WCH Accreditations (no training available)	LOC Office	All day
Wednesday May 30	Orientation meeting WCH Training and Podium training WCH Judges' instruction	Competition hal Judges' room	Morning All day tbd
Thursday May 31	Traning and Podium training WCH Judges' instruction Meeting with AER TC Continental Presidents Athletes' meeting	Competition hall Judges' room Competition hall	All day tbd 18:00-19:00 19:00-20:00
Friday June 1	Qualification AER Step / AER Dance Opening Ceremony WCH Qualifications IW / TR	Competition hall	10:30-12:30 14:00-14:30 14:30-16:10 17:00-18:00
Saturday June 2	Qualifications IM / MP Qualifications GR Medal Award Ceremony for Team Ranking Finals TR / IW Medal Award Ceremony TR / IW Final AER Dance Medal Award Ceremony AER Dance	Competition hall	10:30-12:30 12:45-14:00 15:00-15:50 16:00-16:10 17:45-18:45 18:50-19:00 19:00-19:30 19:35-19:40
Sunday June 3	Round table Finals IM / MP Medal Award Ceremony IM / MP Finals in GR / AER Step Medal Award Ceremony GR / AER Step Closing Performance and Ceremony Farewell for WCH	Competition hall tbd	09:00-11:30 15:00-16:00 16:05-16:10 16:15-17:15 17:20-17:30 17:30-18:05 tbd
Monday June 4	Official departure of Delegations WCH		All day

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

Important:

Transportation back to the airport will be provided by the LOC on the official departure dates (being June 4 for the WCH), on any other day, LOC may provide transportation with additional costs. Please contact LOC (aerobicswch2018@gympor.com).

5. PARTICIPATIONS AND ACCREDITATIONS

Gymnasts holding a valid FIG License until the end of the event and with the correct age from FIG affiliated federations in good standing may take part in these World Championships

MAXIMUM DELEGATION SIZE

The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per FIG Rules for Accreditation is as follows:

Function		Number
Head of Delegation		1
Team Manager	4 to 7 units	1
	8 and more units	2
Coach	1 unit	1
	2 to 7 units	2
	8 and more units	3
Additional Coach ¹	8 units and more	1
Judge		2
Gymnasts	maximum 2 units per category except for Group, Dance and Step: 1 unit each	
Medical Doctor		1
Paramedical Staff		1
Additional Medical Doctor or Paramedical Staff *	4 to 7 units	1
	8 and more units	2
Guest or VIP Guest *	1 to 4 units	1
	5 and more units	2
Transferable access cards ¹		
Zone 1 for coach		1
Zone 3 for Head of Delegation or Team Manager		1

1: Additional transferable access cards may be delivered by FIG upon request by the delegation due to competition schedule / conditions

Accreditations with a star (*) are at the charge of the Delegations. The costs of these accreditations are as follows:

Additional Coach	200 EUR
Additional Medical doctor or paramedical staff	200 EUR
Guest (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet)	200 EUR
Guest (if accommodation not booked through the LOC: access to the delegations seating only)	200 EUR
VIP Guest (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet)	300 EUR

VIP Guest (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge)	300 EUR
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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 **March 7th, 2018**.

FIG and former FIT Honorary Members	Free of Charge
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)	300 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)	300 EUR

Accompanying person of an NF President	200 EUR
VIP Accompanying person of an NF President	300 EUR
VIP Accompanying person of TC Members	300 EUR
VIP Accompanying person of EC Members / TC President	Free of Charge
VIP Accompanying person of FIG and former FIT Honorary Members	Free of Charge

Organizers of future multi sports Games, World and Continental Championships (if assigned, or in case of candidature / bidding contracts) other than the next AER World Championships	
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 as well)	200 EUR
VIP Observers (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	300 EUR
VIP Observers (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well)	300 EUR

Organizers of the next Aerobic Gymnastics World Championship	
Maximum 6 accreditations including 2 VIP	
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 as well)	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 as well)	Free of Charge

Additional Observers Organisers of future Multisport Games, AER World and/or AER Continental Championships	
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 as well)	200 EUR
Additional VIP Observers, if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well.	300 EUR
Additional VIP Observers, if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well	300 EUR

In case of lost or stolen accreditation, the Organizing Committee 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 300 in case of a VIP accreditation). Lost or stolen transferable cards will not be replaced.

The accreditations for the World Age Group Competition are not valid for the World Championships.

Only to give acces to seating area

6. AGE LIMIT OF GYMNASTS

World Championships:

Senior: 18 years old in the year of the event (born 2000 and before)



**Please check the age of your gymnasts carefully!!!
No changes of category will be allowed.**

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.

Those deadlines are to be considered valid for the World Championships.

Provisional Registration

The provisional registrations must be completed from now on till Wednesday **February 14th, 2018** (23:59 Swiss time) at the very latest.

Definitive Registration

The definitive registrations must be completed by entering the composition of the delegation from **February 15th, 2018** (00:01 Swiss time) till Wednesday **March 7th, 2018** (23:59 Swiss time) at the very latest.

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

Nominative Registrations

The nominative entries must be completed by entering the composition of the delegation from **March 8th, 2018** till Wednesday **April 25th, 2018** (23:59 Swiss time) at the very latest.

Together with the nominative registration and to accelerate the process of the accreditation, each delegation is kindly asked to upload at <http://gyndata.online> (login and password will be sent later) a photo (Identity Colour photo in format JPEG – 45mm x 35mm).

For gymnasts and judges a copy of valid passport (format JPG) is to be added also.

Requirements for each identity color photo:

- Identity: country code_function_full name, for example: CHN_Team Manager_LI Haoyang
- File format : .jpg or .jpeg
- Dimensions : 350 mm x 450mm or 276 pixels wide x 354 pixels high

Requirements for each scanned passport copy:

- Identity: country code_function_full name, for example: CHN_Team Manager_LI Haoyang
- File format : .pdf or .jpg or .jpeg
- Definition : clear enough to recognize passport information

Delegations who did not respect this directive will have to wait at the accreditation center.



If the photo has to be taken in Guimarães because none has been upload within the deadline or sent in the unofficial requested format/way, there will be a charge of 10 € for each photo taken at the accreditation desk.

Documents must be upload at <http://gyndata.online> by: **April 25th 2018**.

Entry Fees

The non-reimbursable registration fee is of:

World Championships:

CHF 100.- per gymnast per category (Individual Men, Individual Women, Mixed Pair, Trio, Group, AER Dance and AER Step).

Registrations without the appropriate payment of the registration fees within the given deadline will be considered as invalid (i.e. the gymnasts will not be allowed to compete).

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

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 drawing of lots)	CHF 1'500
Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF 1'000

Change requests (fines to be paid to the LOC):

After the deadlines, a **change request** has to be submitted to the LOC in written form. A fee of EUR 20 will then be charged per change request. Fees for changes request are in addition of cancellation costs.

Names changes as allowed in the FIG Technical Regulation and cannot be fined.

Change requests (changes after deadlines)	20 EUR
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Late or missing payments

The fines after missing or late payments to the LOC are as follows:

Late or missing payments (include all payment deadlines)	
outstanding amount up to 2.500 EUR	250 EUR
outstanding amount up to 5.000 EUR	500 EUR
outstanding amount from 5.001 EUR	750 EUR

Please note the regulation concerning the fines will be strictly respected.

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 deadline of the Nominative Registration.

In order to be considered, Licence application forms (new or renewal) must be submitted at least one (1) month prior to the deadline for nominative registration. Please consult FIG License Rules for additional information in this respect.

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.

World Championships:

Federations must present 1 or 2 judges (compulsory minimum 1) cat. 3 minimum

Please note that Member Federations can register the same judges for the World Age Group Competitions and the World Championships, provided the criteria as mentioned in the specific AER Judges rules are respected.

The Chairs of Judges' Panel (CJP), the Difficulty Judges (D) and the Reference Judges (R) are drawn/appointed by the 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.

The draw for the E and A judges will be made at the judges' instruction at the World Championships. No E or A judge from the same NF may be drawn in a panel where his / her NF is already represented with a CJP, D or R judge. He / she will move directly to the other panel.

NF who has one of their judges drawn/nominated as CJP, D or R judge may propose one or two judges cat. I to III.

Failure to provide a judge will result in the FIG charging the NF with the fine of CHF 2'000.- for the cost of providing another judge (except those participating for the first time in World Championships).

The selection of judges (Artistic and Execution) is made by draw the day of each competition.

Priority will be given to the highest categories.

In the Finals only judges (Artistic and Execution) whose Federations do not have competitors nor a No 1 reserve competitor may be called upon to judge.

The selection is made by the drawing of lots the day of each Final. If there are insufficient neutral judges the TC AER decides the process for designating the necessary number of judges.



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 composed as follows:

Discipline	President	Member	Member
AER	Jani Tanskanen	Ali Al-Hitmi	To be named on site if required

10. DRAWING OF LOTS

The drawing of lots will decide the starting order of the qualification competitions and the finals. The drawing of lots will take place within two weeks after the deadline of the definitive entry.

The drawing of lots will take place in Guimarães on **March 13, 2018** at 13:00 in the presence of the FIG AER TC President, the LOC and the FIG Sports event manager.

11. COMPETITIONS FORMAT AND PROGRAMME

World Championships:

The competitions will be conducted according to the current valid FIG Technical Regulations, including Section 6 for Aerobic Gymnastics.

The competition consists of a Qualification round and a Final round per each category (IM / IW / MP / TR / GR / AD/ AS).

Competitors will perform one routine only in each of the rounds.

Please note again that gymnasts will be allowed to compete in maximum 3 categories and no more (being: IM / IW / MP / TR / GR / AD/ AS).

12. MEDIA ACCREDITATION

International and local media representatives as well as federations' communications staff who are interested in covering the World Championships can register online at <https://media.fig-gymnastics.com> from **March 5, 2018**. 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 Deadline: **May 8, 2018**.

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

13. BIOGRAPHIES

Athlete biographies are available online at

http://fig-gymnastics.com/publicdir/athletes/lic_view.php

and will be updated before the World Championships.

14. 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 **April 25th, 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 for further assistance if required.

15. EQUIPMENT

Floor Supplier: Gymnova
Colour: Beige (mate)
Reference number: 6632

Step Supplier: Venturelli
Reference number: Art. STE16

Only the steps provided by the LOC will be allowed during the trainings and competition.

16. VISA

Please verify immediately with your travel agent or the Portuguese Embassy or Consulate in your country if a visa is required for your travel to Portugal. The LOC will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before **March 7th, 2018**. Fill in at <http://gyndata.online> **together with a copy (upload) of the valid passport of each member.**

General visa information can be obtained at:

https://www.sef.pt/portal/v10/EN/asp/apoiocliente/detalheApoio.aspx?fromIndex=0&id_Linha=477
1

17. TRANSPORTATION

The international travel to Guimarães (POR) will be at each delegation's own expenses. The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their international transportation.

The destination airport is: Aeroporto Francisco Sá Carneiro (Oporto airport – OPO).

LOC will transport all accredited participants from the OPO airport to Guimarães provided everyone is booking the accommodation through the LOC

Local Transportation

Accredited team delegations will fill in their “travel schedule” for arrivals and departures at <http://gyndata.online> by **April 25th, 2018** at the very latest, and it will be provided local transportation from Aeroporto Francisco Sá Carneiro (Oporto airport – OPO) to the official hotels and back on the official arrival/departure dates (or contact LOC if you want in another day, with additional costs).

This service from the airport to the official hotels and back and the local transportation (from the hotels to the competition venue) will be guaranteed by the LOC.

18. ACCOMMODATION

Official Hotels

The LOC offers a package in 3 different categories Hotels and 1 low cost students residence.

The package includes the following:

- Accommodation at the chosen category Hotel
- Meals : breakfast (BB) in the Hotel. Lunch and dinner are optional and will be served at the Arena.
- Free Transportation between the Oporto airport bus station to the Hotels and vice-versa
- Free Local transportation
- Banquet

Packages	Single room (BB) Person/night	Double room (BB) Person/night
HOTEL cat.1	130 EUR	100 EUR
HOTEL cat.2	110 EUR	80 EUR
HOTEL cat.3	70 EUR	55 EUR
Low cost	60 EUR	45 EUR

Note for the low cost hotel:

Concerning the Low cost accommodation, in a students residence, please note the following conditions: the rooms have no TV; breakfast is composed of: milk; coffee; juice; chocolate; water; fresh bread; cereals; Yougurt; ham; cheese and butter.

The hotel name and location will be given in the workplan following reception of the accommodation booking and every federation will be advised directly.

RESERVATIONS

General Principles

FIG affiliated member federations should request their accommodation as a matter of priority. Rooms are limited and will be allocated strictly in order of booking receipt. In other word, hotel rooms will be allocated on a “first come, first serve” basis.

Should your chosen category not be available, the LOC will then contact you to discuss alternative options.

Obligation to book accommodation through the LOC

Upon request of the Portuguese Gymnastics Federation and their LOC, FIG has exceptionally accepted that it is compulsory for FIG's affiliated federations and their official delegation members who wish to participate at the World Championships to book accommodation through the LOC. This is due to the limited accommodation and hotels available in the small historical city of Guimaraes and in the vicinity, and to guarantee an optimal organisation and infrastructure of the World Championships.

Delegations must book their hotel through the LOC.

Registration must be filled in at (login and password will be send later) at <http://gyndata.online>

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation, the contact person and the payment purpose on the transfer. The payment must be made in EUR only.

Following receipt of this “accommodation” paper form and the deposit payment of your booking, a confirmation will be sent to you by the LOC detailing all booking particulars and the final balance.

Failure to forward the payment by the required dates will result in fines (explained above, on point 7: FINES).

All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) are not included, unless when the contrary is stated.

19. MEALS

BREAKFAST is included in the price of each of the official hotels.

Lunch and dinner are optional, and will be served at the Arena, with the following price:

LUNCH and DINNER: EUR 12 (e.g soup, fish or meat, pasta or rice and fruit). If you want vegetarian food, please fill in at <http://gyndata.online> by **April 25th, 2018**.

RESERVATIONS

All meals reservations must be filled in at <http://gyndata.online> by **April 25th, 2018**

FAREWELL BANQUET

Accredited Delegation members (with the exception of E- and R- media), will receive a free ticket for the Farewell Banquet.

All other people willing to attend this Banquet will be entitled to do so, provided that a request and payment of the amount of EUR 50.00 per person, has to be done at the secretariat.

20. FINANCIAL OBLIGATIONS - PAYMENT

Payments to FIG:

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

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 15414 AER WCH 2018 POR)

Failing to do so could 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:

20.1 Bank transfer:

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12A, 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.

20.2 Credit card:

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

- **NF – Event ID – Discipline – Event Level - Year - Host Country** (Example: SUI 15414 AER WCH 2018 POR)
- **Amount and currency**
- **email address** to be used for receiving the link which will allow you to directly enter the credit card details

Payments to the LOC:

Federations which have not fulfilled their financial obligations towards the LOC by the given deadlines herein mentioned may still have the possibility to participate, but the LOC will invoice the concerned Federations and fines, as stated in point 7, will be due.

Payment for the supplementary Accreditations, Accommodations and Meals (if applicable) must be made via bank transfer in EUR only to:

Beneficiary	Federação de Ginástica de Portugal
Beneficiary address:	Estrada da Luz, Nº 30 – A 1600-159 LISBOA Portugal
Account number	1880157890
Bank	Millennium BCP
Bank address:	Rua Professor Reinaldo dos Santos, nº 7 1500-501 Lisboa, Portugal
Iban	PT50 0033 0000 01880157890 96
Swift code	BCOMPTPL

All bank fees in connection with the bank transfers must be covered. Please state the name of your National Federation and the payment purpose on the transfer (i.e. SUI - AER World Championships Guimarães 2018 - Accommodation Payment).

The costs for the accommodation must be paid to the LOC as follows:

- deposit of 50% of the total amount by **March 7th, 2018**

- settlement of the remaining 50% by **April 25th, 2018**

The costs for the meals must be paid to the LOC as follows:

- deposit of 50% of the total amount by **March 7th, 2018**
- settlement of the remaining 50% by **April 25th, 2018**

Late or missing payments

The fines after missing or late payments to the LOC are as follows:

Late or missing payments (include all payment deadlines)	
outstanding amount up to 2.500 EUR	250 EUR
outstanding amount up to 5.000 EUR	500 EUR
outstanding amount from 5.001 EUR	750 EUR

Cancellation Policy

The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodation and meals booking.

Cancellation Policy

Rooms cancelled will be submitted to the following penalty fees:

Cancellation period	Penalty fee
From March 8th to April 25th, 2018	75 % of the amount of the cancellation
From April 26th 2018 to arrival (incl. No show)	100 % of the amount of the cancellation

Meals/Farewell Party tickets cancelled will be submitted to the following penalty fees:

Cancellation period	Penalty fee
From March 8th to April 25th, 2018	75 % of the amount of the cancellation
From April 26th 2018 to arrival (incl. No show)	100 % of the amount of the cancellation

21. INSURANCE

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

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

Each delegation is requested to send to the LOC (aerobicswch2018@gympor.com) a copy of their insurance, by **March 7th, 2018**, (e.g. cover note or photocopy of the valid policy in English). Delegation members with insufficient insurance cover must inform the LOC in writing in advance but no later than **March 7th, 2018**

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

- 40 EUR/person/day for illness, incidents and medical fees (repatriation not included)

Note: The insurance will cover only official activities of the WCH such trainings, competitions and routes of local transportation. Additional activities such leisure or tourism will not be covered.

22. WORKPLAN

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

23. DOPING CONTROLS

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

24. OFFICIAL HOSPITAL

Hospital Senhora da Oliveira

Rua dos Cutileiros, Creixomil

4835-044 Guimarães

Portugal

Tel : +351 253 540 330

25. MUSIC

In order to simplify the management of the music and to limit the technical problems of wiring for sound during the competitions, the Local Organizing Committee uses only the numerical support.

All the music will be upload at <http://gyndata.online>, only format MP3 or wav.

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

The following information must be written on each music and on each CD:

- Federation (Country abbreviation)
- Category (IM – IW – MP – TR – GR - AD - AS)
- Age Category (AG 12-14, AG 15-17, Senior)
- Name of competitors
- Total time (in minutes and seconds) from the first to the last tone of the music
(for example: Portugal_IW/AG-12-14_LASTNAME_Firstname_length-1'28").

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

At the accreditation, in the absence of music's information transmitted via the specific form, the Heads of delegation have to hand in the Music Release form.

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 music used does not violate any copyrights and that it can be broadcasted within sports.

This confirmation will have to be made by filling-in the online Music release Form at the same time as the nominative registration. Each NF will also be requested to inform on the apparatus, duration, title, author and interpreter composer, title of music, and artist/interpreter of the Music used. The Music Form must be returned by e-mail in format excel to the FIG and to the LOC by **April 25th, 2018** at the latest.

26. SUMMARY OF THE DEADLINES AND PAYMENTS

FOR the FIG

Online Registrations (FIG database platform)	Opening Date	Closing Date
Provisional Registration	From now on	14.02.2018
Definitive Registration	15.02.2018	07.03.2018
Nominative Registration	08.03.2018	25.04.2018

Request for Supplementary Accreditations		Deadline
Written request		07.03.2018
Payment (to be made to the FIG)	Deadline	
Registration Fee	07.03.2018	

FOR THE LOC

Online (Fill in/upload)	Deadline
Visa Request (not compulsory)	07.03.2018
Travel Schedule (Arrivals)	25.04.2018
Travel Schedule (Departures)	25.04.2018
Accommodation: Room Numbers	07.03.2018
Accommodation: Nominative	25.04.2018
Music form (to be sent to LOC and FIG)	25.04.2018
Documents (photos and passport)	25.04.2018
Meals	25.04.2018
Farewell Banquet (if applicable)	25.04.2018

Insufficient Insurance Cover	Deadline
Written information to the LOC	07.03.2018

Payment (to be made to the LOC)	Deadline
Accommodation Costs (first 50%)	07.03.2018
Accommodation Costs (last 50%)	25.04.2018
Meals	25.04.2018
Farewell Banquet (if applicable)	25.04.2018
Accreditations at the charge of the Delegations or the FIG Authority	07.03.2018

Sincerely Yours,

André Gueisbuhler

FIG Secretary General

APPENDICES

Appendix 1: WCH Music Release form