

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



25th FIG ACROBATIC GYMNASTICS WORLD CHAMPIONSHIPS

**Putian (CHN)
April 1st – 3rd, 2016**



PUTIAN 2016

第25届世界技巧锦标赛

25th FIG Acrobatic Gymnastics World Championships



WORK PLAN

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FOREWORD

This work plan for the **25th FIG Acrobatic Gymnastics World Championships** to be held from 1 to 3 April 2016 in Putian (CHN) has been developed between FIG Headquarters, the FIG ACRO-TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2016):

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

All participating Federations commit to respect the FIG Statutes and all FIG rules and regulations, especially with regards to the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance" (Art. 12.10 of the Technical Regulations).

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

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

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FIG OFFICIALS

President	Prof. Bruno Grandi
Vice-president – Responsible for Acrobatic Gymnastics	Slava Corn
Secretary General	André Gueisbuhler

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

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

FIG STAFF

ACRO Sports Events Manager	Rui Vinagre
Sports Events Manager	Terhi Toivanen
Marketing and Communication Director	Olivier Strebel
Communications Officer	Stéphanie Pertuiset
Communications Officer	Blythe Lawrence
Official Photographer	Volker Minkus
TV Coordinator and Producer	Jean-François Rossé

Swisstiming – IRCOS

Swisstiming Team Leader	Nicola Colli
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2. LOCAL ORGANISING COMMITTEE (LOC)

National Federation: CHINESE GYMNASTICS ASSOCIATION 5, Tiyyuguan Road 100763 Beijing China TEL. + 86 10 671 567 97 FAX. + 86 10 671 567 95 Email: chn gym@263.net Contact Person: Mr. ZHANG Hongliang	Local Organizing Committee: Organizing Committee for the 9 th FIG Acrobatic Gymnastics World Age Group Competitions 6 th Floor, Office Building N°1, Municipal Government of Putian, Fujian, CHINA TEL. + 86 (0)594 2392845 FAX. + 86 (0)594 2386293 Email: acrowch2016@189.cn Contact Person: Mr. ZHENG Jianxiong
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ORGANISING COMMITTEE OFFICIALS

President LOC	WENG Yuyao
General Event Manager	MIAO Zhongyi
Competition Director	ZHANG Hongliang
Technical Support WCH	TANG Jinshan
Event Manager	ZHOU Qiurui
Media Officer	XU Xiangyang
Chief Medical Officer	XU Kaisheng
Transport	ZHANG Yaxin
Finance	YU Zhisheng
Accommodation	HE Jianfeng
Marketing Manager	GUO Wenyuan
Judging Liaison	LIU Fengfeng

Information Desk

The Information Desk will be located at the Putian Complex Sports Gymnasium and will be in operation during all training, warm-up, and competition times.

Delegations' Mail Boxes will be set up at the Information Desk. All information regarding competition, warm-up and training, notification of meetings, transport, official functions, as well as FIG and LOC correspondences will be distributed via the delegation mail boxes.

A special "Mail Box Card" will be issued to each Head of Delegation or his/her substitute. This card must be shown by the Head of Delegation or his/her substitute when collecting all information and results from their Delegation Mail Box. The delegation member designated to collect the information from the Delegation Mail Box will be required to sign for information collected.

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

All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email.

Liaison Officers

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

3. PROVISIONAL PROGRAMME *(subject to changes)*

Tuesday – 29 March		
All day	Arrival of delegations	Accordingly
Wednesday – 30 March		
08:10 – 20:33	Training and Podium Training as per Schedule	Sports Gymnasium
09:00	Deadline to submit Tariff Sheets	Information Desk
09:00 – 10:00	Orientation Meeting	Press Conference Hall
10:00 – 12:00	Judges Meeting <i>(followed by Longines Instruction)</i>	Judges Meeting Room
13:00 – 18:00	Tariff Sheet evaluation	Judges Meeting Room
14:00 – 15:00	Information Meeting	Press Conference Hall
19:30 – 20:30	Election of the Athlete's Representative (tbc)	Press Conference Hall
Thursday – 31 March		
08:10 – 20:33	Training and Podium Training as per Schedule	Sports Gymnasium
09:00 – 18:00	Tariff Sheet evaluation continues	Judges Meeting Room
14:00	Judges Meeting	Judges Meeting Room
All day	Athlete Measurements (after podium training)	Medical Room
19:30 – 21:00	Welcome Reception	Good View Hot Spring Hotel
Friday – 1 April		
09:00	Judges Meeting	Judges Meeting Room
10:00 – 11:00	Opening Ceremony	Sports Gymnasium
	Competition – Qualifications	
11:00 – 12:31	MP Balance/WP Dynamic	Sports Gymnasium
14:00 – 16:32	MxP Balance/MG-WG Dynamic	Sports Gymnasium
17:30 – 19:01	WP Balance/MP Dynamic	Sports Gymnasium
Saturday – 2 April		
10:00	Judges Meeting	Judges Meeting Room
	Competition – Qualifications	
11:00 – 12:31	MP Combined/WP Combined	Sports Gymnasium
14:00 – 16:32	MG-WG Balance/MxP Dynamic	Sports Gymnasium
	Competition – Final	
19:00 – 19:36	WP Combined	Sports Gymnasium
19:41 – 20:17	MP Combined	Sports Gymnasium
20:18 – 20:35	Award Ceremonies MP & WP	Sports Gymnasium
Sunday – 03 April		
09:00	Judges Meeting	Judges Meeting Room
	Competition – Qualifications	
10:00 - 12:27	MxP Combined/WG-MG Combined	Sports Gymnasium
12:30	Team Award Ceremony	Sports Gymnasium
	Competition – Final	
16:00 – 16:36	WG Combined	Sports Gymnasium
16:41 – 17:17	MxP Combined	Sports Gymnasium
17:21 – 17:48	MG Combined	Sports Gymnasium
17:50 – 18:20	Award Ceremonies WG & MxP & MG and Closing Ceremony	Sports Gymnasium
20:00 – 23:00	Farwell Banquet	Good View Hot Spring Hotel
Monday – 04 April		
All day	Departure of Delegations	Accordingly

Note: All timings are subject to slight changes

4. PARTICIPATION RIGHT and ACCREDITATIONS

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

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these World Championships and who are not on this list must send to the FIG offices (attention Mr. Loïc Vidmer at vidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated in English or French and must complete the "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events (2015 edition)" form which can be downloaded from the FIG database after creating a profile for medical staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

FIG Accreditation rules have to be strictly respected. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Cards at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC. The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member with transferable access card (TAC). The accreditation card is also necessary to pass the security controls.

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case.

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (€ 200).

Transferable access cards (TAC)

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

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

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

The TACs are only transferable **within** the NF's official delegation and **appropriate function**.

They can only be used in conjunction with the primary accreditation card.

Lost or stolen transferable cards shall not be replaced.

Accreditation Center

The accreditation center is located at the Sports Center of Putian City and open as follows:

- 29.03.2016 – 30.04.2016 from 09:00 to 20:00

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

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

Control and Distribution of the Required Material

Upon accreditation Heads of delegations will be requested to present to the LOC the valid passport of all gymnasts and judges for proof of identity and control of Nationality. Copies of these valid passports will be made by the LOC. They will furthermore be requested to present to the LOC the FIG License of their gymnast (in addition to their valid passport) for further age control as well as for anti-doping purposes.

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

- make any necessary payments (insurance, accommodation, etc.)
- show proof of the cover note or photocopy of the valid insurance policy
- check the correct names of their complete Delegation
- verify the accommodation and meal requirements
- verify the return flight schedules
- hand in a CD with the music of their Nation's national anthem (Appendix 3)
- confirm their national flag presented to the LOC (Appendix 3)
- hand in 1 copy of each of the official forms for Difficulty – Tariff Sheets (Appendix 4) with all exercises (Qualifications).
- Hand in the music form, if not sent before to FIG by email. (Appendix 5)

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

Tariff Sheets

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

Music

Upon arrival (at accreditation), the delegations must deliver music CDs to the Organizing Committee as per the norms given in the FIG Code of Points. One CD per exercise is requested.

The following information must be written on each CD:

- Federation (Country abbreviation)
- Name of competitors and Age Group
- Category (MP – WP – MXP – MG – WG)
- Type of Exercise (Balance-Dynamic-Combined and Final)
- Type of recording (mono/stereo)
- Title of the music
- The composer(s) of the music used
- Total time (in minutes and seconds) from the first to the last tone of the music

Competitors/Coaches should have a “back-up” CD for each exercise, labelled as listed above. Competitors/Coaches are responsible for all copies of their music.

Delegation Seating

The LOC will reserve a number of seats for the seating of the accredited delegation members in the venue. These seats will be available on a “first come first served basis”. Delegates will be requested not to sit in any other spectator seats within the arena unless permitted to do so by a representative of the LOC. Reserved places will also be put at the disposal of Press, Radio, Television, Photographers, authorized officials and guests of honours (Appendix 6).

Media Accreditations

For Media Accreditations, please contact directly Media Department (at media@fig-gymnastics.org)

5. INSURANCE

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

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

Each delegation is requested to send to the LOC (acrowch2016@189.cn) a copy of their insurance, by March 02, 2016. Delegation members with insufficient insurance cover must inform the LOC in writing in advance but no later than March 02, 2016.

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

- 5 EUR/person/day for illness and medical fees
- 6 EUR /person/day for illness and medical fees and repatriation

6. CHANGE OF START LIST

- If gymnasts get injured or ill before the arrival at the place of the competition (between the Nominative Registration and the Accreditation), the injured or sick gymnasts can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 1).
- In the case of injuries or illness between the time of accreditation and until 24 hours prior to the beginning of the respective Qualifications the federation is allowed to change accreditations. The gymnast injured or ill must return their accreditation and another gymnast can be accredited. The FIG and the LOC must be informed immediately (Appendix 2).
- 60 minutes prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG/LOC medical doctor), a gymnast can be substituted (Appendix 2).

In all above mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).

- After 24 hours prior to the beginning of Qualification, no accreditations can be changed. The 24 hour period is from the start of the day of Qualification.

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

7. VENUE

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

For general layout of the offices, seats, training area, warm-up area and Field of Play (FOP) please see Appendix 6.

8. TRANSPORTATION and VISA

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

Arrivals

The LOC personnel will be present at the arrival points with greeting signs. The Delegations will be requested to make their ways to meet with them.

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

Departures

If entitled, local transportation will be coordinated by the LOC from the Official Hotels to the departure area based on the information collected from the delegations. Each delegation will be asked to confirm the departure details of their members at Accreditation. A detailed schedule for departures will be distributed via the Delegation Mail boxes.

Phone Number

The transport office phone number is:



: +86 15105911892

9. ACCOMMODATION

Please refer to the directives for details on the selection of official hotels, locations, payments coordinates and cancellation policy.

10. MEALS

Based upon the reservations and payment made by each Federation, 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 provide the following:

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

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

Farewell Banquet

Accredited Delegation members (with the exception of media), who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Banquet.

This function will be held on April 03, 2016 from 20:00 to 23:00. Bus transfers will be organized from and to the hotels.

Dress code is casual.

11. TRAINING

Official training schedules

The official training schedules for the event are attached for your consideration (Appendix 9).

Changes to the official scheduled training hours will not be accepted and delegations must respect the designated training times and the allocated areas.

Early training opportunities

Delegations arriving earlier than the official arrival date are requested to contact the LOC in order to receive information on early training opportunities if needed. All costs related to these early trainings opportunities will have to be covered by the Federation concerned.

12. COMPETITION

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

Announcements, Roll Calls and March-in

During the competitions, the announcements will be made in English and Chinese.

The first roll call will be conducted in the warm up hall 10 minutes prior to the start of the respective competition. The second roll call will be conducted at the entrance of the competition hall (waiting area) 5 minutes prior to the start of the respective competition. The gymnasts must remain in position and may not leave within these 5 minutes.

The competitions will be held in accordance with the 2016 FIG Technical Regulations including Section 5 for Acrobatic Gymnastic, Reg. 3.3.

Competition

Based on the Definitive Registration entries and in accordance with the FIG Technical Regulations, the gymnasts' draw of lots was conducted on January 27, 2016 in Lausanne (FIG Headquarters) in the presence of FIG ACRO TC President – Rosy Taeymans (see Appendix 8).

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Putian. The FIG, in consultation with the ACRO TC and the LOC reserves the right to apply minor adjustments to the draw and starting order should the nominative registrations received generate organizational problems in terms of training, warm-up and competition schedules.

Competition Schedules

Please see Appendix 9.

The Competition Director and the Floor Managers will be in charge of the competitions, warm-ups, and training areas.

All instructions given by them must be strictly observed all time (i.e. in relation with the marching in and out, Kiss & Cry).

13. KISS & CRY

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

- 1 unit and 1 official (with TAC only)

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

14. FIG CERTIFIED APPARATUS

Manufacturer Supplier: AAI-TAISHAN
Color: Routine area : Blue
Border : White
Reference number: T-432-495

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

According to the General Judges Rules and Acrobatic Gymnastics Specific Judges Rules, the draw for CJP was conducted in the FIG Headquarters in September 23, 2015 by the ACRO TC President - Rosy Taeymans in the presence of FIG President – Prof. Bruno Grandi and FIG Secretary General - André Gueisbuhler.

Chairs of Judges Panels (CJP):

- Bernardo Tomás (POR)
- Kerstin Hoffmann (GER)

Difficulty judges (DJ):

- Carine Charlier (FRA)
- Kari Ann Duncan (USA)
- Karolina Kowalczyk-Kaminska (POL)
- Ward Hellemans (BEL)

Reference judges (RJ):

- Catherine Buck (AUS)
- Cindy de Mare (NED)
- Halyna Kovalchuk (UKR)
- Leonid Vinnitsky (ISR)
- Leonid Volobuev (RUS)
- Nino Berianidze (GEO)
- Trisha Stewart (USA)
- Wiesława Milewska (POL)

Execution and Artistry judges (E and A)

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

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

Judges are requested to bring with them the Artistic and Technical judging forms (30 copies each). These forms are in Appendix 10.

Superior Jury

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

- Difficulty: Karl Wharton, Yuriy Goliak
- Execution: Tonya Case, Frank Böhm
- Artistry: Irina Nikitina, Nikolina Hristova

Jury of Appeal

The Jury of Appeal will consist:

- Slava Corn – President
- Chaoyi Luo - Member

16. SCORING

LONGINES will provide the official scoring equipment for these World Championships.

17. INQUIRY

Inquiries for the difficulty scores are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the end of the exercise of the following gymnast; for the last gymnast of a group, this limit is one minute after the score is shown on the score board.

The person designated to receive the verbal inquiry (Inquiry Officer) has to note the time of receiving it and this starts the procedure. Only the accredited coaches in the competition area are entitled to submit an inquiry. Late verbal inquiries will be rejected.

A federation is not allowed to complain against a gymnast from another federation. Inquiries for all other scores (i.e. Execution and Artistry) are not allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and requires **an agreement of payment** of USD 300.-- for the first complaint; USD 500.-- for the second complaint and USD 1'000.-- for the third complaint (Federations are not requested to pay cash). Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

Should the inquiry prove correct and is accepted, this sum will not be invoiced by FIG to the Federation. Otherwise, the sum will be transferred to the FIG Foundation. Every inquiry must be examined by the Superior Jury and a final decision (which may not be appealed) must be taken at the very latest:

- at the end of the group for the Qualifying competitions
- before the score of the following par/group is shown for the Finals.

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

Inquiry Form is attached. (Appendix 11).

18. CEREMONIES

Opening Ceremony

The Opening Ceremony will take place from 10:00 to 11:00 on April 1, 2016 in Putian Gymnasium Sports Complex. All delegation members will be invited to be present at the Opening Ceremony. Further detailed information will be given during the Orientation Meeting.

The Judges', Coaches' and Athletes' Oath will be read during the Opening Ceremony according to the Technical Regulations, 2016 edition, Reg. 7.12.1, 7.12.2 and 7.12.3.

Award Ceremonies

All award ceremonies will take place according to the General Programme and will be carried out in accordance with the FIG Regulations for Award Ceremonies. On the podium, awards will only be presented to the medal winners as follows.

Please ensure that your Federation's medallists are in time for the line-up prior to the ceremonies. The athletes must wear the correct competition attire for the Award Ceremony.

Closing Ceremony

The Closing Ceremony will take place immediately after the last award ceremony, on April 03, 2016.

19. MEDICAL SERVICES

The LOC will be responsible for providing medical coverage and suitably equipped first-aid room for injuries sustained in the Competition Hall, Warm-up Hall and Training Halls. Medical Centers for essential emergency services with a team of doctors and physiotherapists (sportive and first-aid) will be available for all accredited persons during the competition, warm-up and training periods. These Centers will be equipped as follows: defibrillators, stretchers, medical bags for first-aid and refrigerators with ice.

Mr. XU Kaisheng will act as the official Chief Medical Officer. For emergencies, traumas, medical treatment or request outside of the competition, warm-up and training times, please contact the doctor on duty at the 24 Hours Emergency Department.

The emergency on site medical telephone number is:



+86 18159410903

An ambulance will be available on site and for speedy means of securing hospital treatment.

The Official hospital will be:

Hospital of Putian University

The certified Delegation Medical Team, responsible for the corresponding Federation, may provide the necessary medical care for their Delegation members under the provisions of their own licensing and liability coverage. The LOC will not provide team medical staff with medical credentials, hospital privileges, and/or liability coverage. In the case of emergency or medical treatment being required in the official hospital, or medical treatment for a Delegation without Medical staff, the LOC Medical Team will assist with the requests from the delegations.

Please refer to Appendix 12 for the Gymnast's Injury Report Form.

20. ANTI DOPING CONTROL and THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, anti-doping control will be organized by the LOC during these World Age Group Competitions in accordance with the valid FIG-WADA Anti-Doping Control Regulations. 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 to FIG Events, any gymnast in need of a TUE is responsible, together with her Federation, to submit her request to the FIG **no later than 30 days** before the start of this competition, except for duly justified emergency cases.

No TUE request will be accepted nor approved on spot. Any information request on the use of a substance and its potential prohibited character shall go through the doctor of the National Federation, the National Anti-Doping Organization or the National Olympic Committee.

21. MEETINGS and INSTRUCTIONS

Orientation Meeting

The Orientation Meeting will be held on:

- March 30, 2016 from 09:00 to 10:00 at the Putian Complex Sports Gymnasium (Press Conference Hall)

Important information concerning the detailed organisation of the World Championships (running of the competitions, award ceremonies) will be given by the LOC and the FIG. This Meeting will be held in English.

Delegation representatives have to attend this meeting with a max of 2 accredited members per delegation, including the Head of Delegation or a substitute.

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

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

Information Meeting

This meeting will be conducted by TC.

Only Officials are welcome (HD, TM, Coaches, Judges, ...).

ACRO TC will give a brief information about the Rules for the cycle 2017-2020, mainly Code of Points, Competition Programme and Age Group Rules.

Judges' Instructions Meetings, Briefings and Draw

Each judge will be required to bring and submit their Judges' Log Book as well as to be present at the roll call.

All the judges are required to take part in the instruction and at subsequent meetings in accordance with the schedule and location indicated under point 3 of this work plan. Judges who do not participate in the judges' instruction and meetings will not be authorized to judge; they will receive warnings and possibly other sanctions as well.

The draws of the Judges' Panels for the Qualification and for the Finals will be conducted by the Superior Jury.

The judges must respect the FIG dress code.

Superior Jury Meeting and Video Analysis

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

Longines scoring system

The Longines Instructions will be held in the FOP as mentioned in the general programme.

22. 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.

Deadline: March 15, 2016.

Media accreditation for the local press as well as for the World Age Group Competitions is handled by the LOC. Please contact LOC Media Officer Mr. Xiangyang Xu at ptxy@sina.cn.

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

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.

Press conferences

Opening and closing press conferences

No opening or closing press conferences will be held at these World Championships.

Medallist press conferences

When medallist press conferences are planned, the participation of the respective gymnasts is compulsory according to the FIG Technical Regulations 2015, Reg. 4.11.14. 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 in 2002 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.

Official gymnast portrait photo session

An official and compulsory photo session will be held during training days prior to the competition start. All gymnasts are required to participate in this session wearing their national track suits. FIG Licence cards will be used to identify the gymnasts and to facilitate the process. The licence cards will be returned to the gymnast as soon as she has completed the photo session.

Additional information will be announced at the Orientation Meeting.

Television

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

23. ELECTION OF THE ATHLETES' REPRESENTATIVE

No candidature has been received until today.

The elections of the ACRO athletes' representative for the period extending from 2017 until 2020 will take place as follows:

- Wednesday 30 March 2016, from 19:30 until 20:30
-

This election will be made according to the articles 22, 11.14.1, 11.15.2 and 11.15.5 of the FIG Statutes and based on the candidatures received. Not more than one representative in the FIG athlete's commission per Federation will be allowed. The assembly of the athletes will be open to two athletes per member federation. The election will be directed by a person to be designated at a later stage, accompanied respectively by the President of the FIG ACRO TC.

Candidates must be proposed by their National Gymnastics Federation as soon as possible, but by no later than **25 March 2016**.

Candidatures must be accompanied by a CV (curriculum vitae) and a written confirmation whereas the federation will be responsible for the full costs of travel and lodging involved in attendance at meetings (including the expenses of any interpreters) should the FIG be unable to offer any direct assistance in this regard. An assurance must also be given that the candidate, if elected, will be provided with administrative support if required, and every facility to enable him to attend meetings.

24. TOURIST INFORMATION

Ticketing

Tickets for these World Championships can be bought by ordering on the WCH email: acrowch2016@189.cn.

Currency

The CHN currency is Yuan

POWER SUPPLY

Most of the hotels in China have both 110V and 220V electrical (mainly 220V)



Weather in Putian in March

Average minimum 17°C

Average maximum 12°C

Time (GMT)

During the event, Putian will be GMT + 8 Hr

25. SUMMARY OF REMAINING DEADLINES

For the FIG

Registrations	Deadline
Nominative Registrations	March 02, 2016
Return of Music Forms	March 02, 2016

For the LOC

Registrations	Deadline
Accommodation	February 19, 2016
Travel Information	February 19, 2016
All payments	February 19, 2016

Lausanne, 15 February 2016

Fédération Internationale de Gymnastique

André F. Gueisbuhler


Secretary General

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