



ID 15414

15th FIG AER Gymnastics World Championships
GUIMARÃES (POR)
June 1-3, 2018



WORKPLAN

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FOREWORD

This work plan for the 15th FIG Aerobic Gymnastics World Championships in Guimarães to be held from the 1st until the 3rd of June 2018 has been developed between FIG Headquarters, the FIG AER-TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2018):

- Statutes
- Technical Regulations
- Judges' Rules (General and Aerobic Gymnastics Specific)
- Aerobic Gymnastics Code of Points
- Aerobic Newsletters
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the Official FIG Competitions
- Doping Control Rules
- Regulations for Award Ceremonies
- Media Rules
- License Rules

and subsequent decisions of the FIG Executive Committee and AER 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. 11.10 of the Technical Regulations 2018).

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.

The official languages of these World Championships will be English and Portuguese. Interpretation from and into any other language must be organized by the Delegations. Announcements will be made in English and Portuguese.

This Work Plan is available in English ONLY.

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Coordinates of the FIG

FIG – Fédération Internationale de Gymnastique

Contact persons: Mr. Alexandre Cola and Mrs Sylvie Martinet

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CH-1003 Lausanne

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E-mail: acola@fig-gymnastics.org and smartinet@fig-gymnastics.org

FIG Officials

President	Morinari WATANABE
Secretary General	André GUEISBUHLER
Jury of Appeal and the Supervisory Board President	Mr Martin REDDIN
Jury of Appeal and the Supervisory Board Member	Mr. Youssef AL-TABBAA
President of the Medical, Anti-Doping and Scientific Commission	Dr. Michel LEGLISE

AER Technical Committee and Superior Jury

TC President	Sergio GARCIA
TC Vice-president	Tammy YAGI-KITAGAWA
TC Vice-president	Hong WANG
TC member	Svetlana LUKINA
TC member	Maria FUMEA
TC member	Maria Eduarda DE OLIVEIRA POLI
TC member	Jorge FILLON

AER Athletes' Representative	Dora HEGYI
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FIG Staff

Deputy Secretary General	Nicolas BUOMPANE
Technical Coordinator	Steve BUTCHER
Sports Manager	Alexandre COLA
Sports Manager	Sylvie MARTINET
Marketing & Communication Director	Olivier STREBEL
Communications Manager	Meike BEHRENSEN
Official Photographer	Volker MINKUS

TV – HOST BROADCASTER

FIG TV	TV Coordinator and Producer	Jean-François ROSSE
Host Broadcaster	TV Director	Miguel BARROSO
	Host Broadcast Producer and International Broadcast Liaison	RTP

Longines – IRCOS

Team Leader	Nicola COLLI
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2. LOCAL ORGANISING COMMITTEE

Coordinates

The LOC of the 2018 Aerobic World Championships

National Federation: GYMNASTICS FEDERATION OF PORTUGAL	Local Organizing Committee: 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: mailto:gympor@gympor.com Website: http://www.fgp-ginastica.pt/	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

LOC Officials

Local Organizing Committee	
President	João Paulo ROCHA
Executive Director	Álvaro SOUSA
Deputy Executive Director	Bernardo TOMÁS
Competition Director and Technical affairs	Sofia COSTA
Competition Venue	Ricardo CONDEZ
Media Officer	Elena ROSCA
Chief Medical Officer	Tiago CAMACHO
Secretariat and accreditation Director	Sandra VIEIRA
Transport	Ricardo LIMA
Finance	Sandra VIEIRA
Accommodation	Bernardo TOMÁS
Catering	Pedro ALMEIDA
Volunteer Managers	Sérgio ABREU
Security	Emanuel MARTINS
Ceremonial & Protocol	Paula NOGUEIRA
Judging Liaison	Tânia MENDES

LOC Office

The LOC Office will be located in the competition venue and will be in operation from May 22 until June 4, 2018 from 09:00-19:00.

The LOC office will be in operation from half hour before the start of all training, warm-up, and competition times until half an hour after the last training session and one hour after the competition.

The LOC phone number is as follows:

Emergency number (out-of-office hours):

+351 926 242 558 (Secretariat)

Delegations' Mail Boxes will be set up at the Information Desk. All updated/changes of 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 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 queries should be directed to the Information Centre at the competition hall.

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. Delegations will be requested to inform LOC about the correct email address upon arrival.

3. PROVISIONAL GENERAL SCHEDULE (SUBJECT TO CHANGES)

Date	Description	Location	Schedule
Tuesday May 29	Official arrival Accreditations (no training available)	LOC Office	All day
Wednesday May 30	Orientation meeting Training and Podium training Judges' instruction A and E Longines Scoring system instruction Opening/Closing ceremony rehearsal Judges' instruction D and CJP FIG President Round Table	Competition hall Judges' room Judges' room	09:00-10:00 All day 10:30-13:00 13:00-13:30 13:00-14:00 15:00-17:00 19:00-20:00
Thursday May 31	Training and Podium training Medical and Anti-doping fight Round table Meeting with AER TC Continental Presidents Athletes' meeting	Competition hall Judges' room TC room Judges' room	All day 17:00-18:30 18:00-19:00 19:00-20:00
Friday June 1	Judges' meeting and draw Qualification AER Step / AER Dance Opening Ceremony and 8 counts Qualifications IW / TR	Judges' room Competition hall	11:00-11:30 12:30-13:30 14:00-14:30 14:30-16:10 17:00-18:05
Saturday June 2	Judges' meeting and draw Qualifications IM / MP Qualifications GR Medal Award Ceremony for Team Ranking Presentation of finalists Finals TR Presentation of finalists Finals IW Medal Award Ceremony TR / IW Presentation of finalists Final AER Dance Medal Award Ceremony AER Dance	Judges' room Competition hall	09:30-10:00 10:30-12:15 12:30-13:45 15:00-15:50 16:10-16:20 17:40-17:45 17:45-18:12 18:15-18:20 18:20-18:46 18:50-19:00 19:05-19:10 19:10-19:36 19:40-19:45

Sunday June 3	AER TC Round table	Judges' room	10:00-11:30
	Judges' meeting and draw	Judges' room	13:45-14:15
	Presentation of finalists	Competition hall	14:55-15:00
	Finals IM		15:00-15:26
	Presentation of finalists		15:30-15:35
	Finals MP		15:35-16:01
	Medal Award Ceremony IM / MP		16:05-16:15
	Presentation of finalists		16:20-16:25
	Finals in GR		16:25-16:52
	Presentation of finalists		16:55-17:00
	Finals in AER Step		17:00-17:16
	Medal Award Ceremony GR / AER Step		17:20-17:30
	Closing Performance and Ceremony		17:30-18:05
	Farewell Banquet		20:30
Monday June 4	Official departure of Delegations		

**All timings are subject to slight alterations*

4. PARTICIPATION AND SIZE OF THE DELEGATIONS

Participation / Accreditation

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", 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 to the respective federation. Further steps are possible (e.g. case to be submitted to the Disciplinary Commission).

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 (refer to the directives for the price).

The accreditation procedure will only be dealt and accepted from delegations, by the Head of Delegation, the Team Manager or any other person with the appendix 10 dully filled, stamped and signed by the National Federation President or Secretary General.

Transferable access cards (TAC)

According to FIG Accreditation Rules, during competition days, to access Zone 1 (Field of Play - FOP) all coaches will need to present a TAC.

To access to Zone 3 (warm-up hall), team managers or heads of delegations will need to present 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.

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 1).

Media Accreditation

For Media accreditation, please see point 27.

5. NOMINATIVE REGISTRATIONS

On-line Nominative Registrations

Please note that the order of filling in the Nominative entry form will establish the place of the gymnasts, pairs, trios and groups against his/her country and the number of the starting order. Please, refer to the drawing of lots (see Appendix 2)

First gymnasts, pairs, trios and groups will get the number 1, second gymnasts, pairs, trios and groups the number 2. No changes will be allowed.

Team Ranking:

Delegations who would like to take part in the Team ranking must announce the composition of their team using Appendix 14, at the very latest at the accreditation.

Failure to do so would result in the Delegation not being accepted to participate in the Team Ranking.

As mentioned in the directives, all the music will be upload at <http://gymdata.online>, only format MP3 or wav. as soon as possible but no later than **April 25, 2018**

Specific name: please refer to the directives

Fines

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

Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF 1'000
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Change of Starts 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 5 and Appendix 8 if needed).
- 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 his/her accreditation and another gymnast can be

accredited. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).

- 60 min 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. The substitute shall take exactly the same place as the replaced gymnast. The FIG and the LOC must be informed immediately (Appendix 5).

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

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

6. VENUE AND HALLS

Competition Venue details

For general layout of the offices, seats, training area, warm-up area and Field of Play (FOP) please see Appendix 1.

Please note that the entire venue complex is a non-smoking area.

7. TRAINING FORMAT AND SCHEDULE

Official Training Schedule

The Official training schedules (appendix 3a, to be given later) have been structured in groups and subdivisions in accordance with the Technical Regulations

Delegations must respect the designated training times and the allocated training halls.

Detailed competition schedules (appendix 3b, to be given later) will be sent shortly after the nominative deadline in order to respect the 10 min rules.

Changes to the official scheduled training hours will not be accepted and Delegations will be responsible for following the official training schedules.

Access to the competition hall and to the training locations will be given only to the members of the delegation and only during their respective training times.

The judges have no access to the training and warm-up halls.

During the trainings in the training halls athletes will have to use their personal 3rd copy of CDs.

Podium Training

The podium trainings will be held in accordance with the schedules as published.

During the podium trainings in the official competition hall, the original music, uploaded in the LOC platform will be played.

In order to be well prepared and not lose time, each Federation is requested to fill in the attached "Order for training" form (Appendix 4) and present it to the LOC during the Accreditation.

Training for finalists

This training is available only for **Finalists** in the training hall as follows:

- June 2nd, 2018– IW / TR / AD

- June 3rd, 2018– IM / MP / GR / AS

After the qualification a training timetable for FINALISTS will be available at the information desk

8. COMPETITION FORMAT AND SCHEDULE

General Principles

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

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.

Drawing of Lots

Based on the drawing of lots the starting order in the different categories has been established. The starting order per gymnasts/units will be according to the nominative registrations made by the member Federations, where the gymnasts/pairs/groups are written down from 1 to 2.

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Guimarães.

At the completion of the Qualifications, a list of the qualified gymnasts (IM / IW / MP / TR / GR / AS / AD) for the finals will be published at the front desk of the Competition hall and in the hotels.

Starting Order

The FIG, in consultation with the TC and the LOC reserves the right to apply minor adjustments to the draw and starting order after the nominative registrations received in order to avoid competition schedules problems.

9. CEREMONIES

For all presentations of nations, Opening ceremony and Team Ranking all competitors must wear their National track suit.

Official Opening Ceremony

The Official Opening Ceremony will take place in the Multiusos de Guimarães on the official podium **and participation is compulsory for all nations taking part in the event.**

For specific timing, please refer to the general schedule.

The Nations will be presented by the competitors during 16-counts (two eights).

Further detailed information will be given during the Orientation Meeting.

Presentation of the Finalists:

FIG together with the LOC will make a presentation of the finalists (in all categories) before the respective finals.

Presence for all finalists is compulsory.

Timing is already considered in the schedule.

More information about dress code, meeting point and circulation will be given at the orientation meeting.

Award Ceremonies

The awards ceremonies will be held as per the schedule of this work plan and carried out in accordance with the FIG Regulations for Award Ceremonies.

The competitors requested to attend the awards ceremonies are:

- Individual Men, Individual Women, Mixed Pairs, Trios, Groups, AER Dance Groups and AER Step Groups: ranked 1st to 3rd.
- All gymnasts of the team ranking competition (1 Individual Men, 1 Individual Women, 1 Mixed Pair, 1 Trio and 1 Group, AER Dance or AER Step and one coach) in the respective teams, as registered until the accreditation are invited to attend – ranked 1st to 3rd.

The competition attire, according to the Code of Points, must be worn, except for the team ranking where national track suit is requested.

The gymnast(s) must be on time for the award ceremony as advised according to the schedule.

A gymnast or a team who is absent with unjustified reason will be disqualified.

The national flags of the best 3 competitor(s) per category will be hoisted and the national anthem of the winner(s) will be played.

Closing Ceremony

The Closing Ceremony will be part of the final session of the Finals in the Multiusos de Guimarães on the official podium.

For specific timing, please refer to the general schedule.

10. FIG CERTIFIED EQUIPMENT

Aerobic Floor:

The FIG Certified Manufacturer Supplier for these competitions will be Gymnova, Reference 6632 name: Cancun.

Steps:

The FIG Certified Manufacturer Supplier for these competitions will be Venturelli, Reference Art STE16.

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

11. JUDGES' PANELS, SUPERIOR JURY AND JURY OF APPEAL

For all draws, please refer to AER specific Judges rules, edition 2017.

The Chairs of Judges' Panels, Difficulty Judges and Reference Judges have been communicated to the respective National Federations following the AER TC meeting in Lausanne (SUI) in December 2017.

- **Panel A:**

CJP: Monika WIETHOFF (GER) / D: Lefki FERENTINO (GRE) and Andrea SINKO (HUN)

RE: Irina KISLUKHINA (RUS) and Nerea NUNEZ (ESP)

RA: Maria Cristina CASENTINI (ITA) and Barbora SVATOSOVA (CZE)

- **Panel B:**

CJP: Naoki TAKAHASHI (JPN) / D: Alina DRAGAN (ROU) and Monica DARONE (ITA)

RE: Judith KOVACS (HUN) and Dimitrina KANDEVA (BUL)

RA: Debora GONZALEZ (ARG) and Yilin XI (CHN)

All E- (4) and A- Judges (4) together with the Line and Time judges for the respective Qualifications and Finals will be drawn the day of each competition.

In the draw of the judges for the Finals, if possible, only E-, A-, Line- and Time judges whose Federations are not represented in the Final or have not a No 1 reserve competitor, will participate.

Superior Jury

The Superior Jury will consist as follows:

President: Sergio GARCIA (FIG AER TC President)

Assistant: Dora HEGYI (Athletes' Representative)

Artistic: Tammy YAGI-KITAGAWA (FIG AER TC member)

Jorge FILLON (FIG AER TC member)

Execution: Maria FUMEA (FIG AER TC member)

Maria Eduarda DE OLIVEIRA POLI (FIG AER TC member)

Difficulty: Hong WANG (FIG AER TC member)

Svetlana LUKINA (FIG AER TC member)

Jury of Appeal and Supervisory Board

The Jury of Appeal will consist of two members 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.

Discipline	President	Member	Member
AER	Martin REDDIN	Youssef AL-TABBAA	To be named on site if required

12. SCORING

Longines will provide the official scoring equipment and IRCOS for the video control.

13. INQUIRIES

Please refer to Technical Regulations, Section 1, Reg. 8.4.

Inquiries for the difficulty scores will be allowed provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the routine/pass of the following unit. For the last unit of a rotation, this limit is one minute after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure.

Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected.

A Federation will not be allowed to complain against a unit from another Federation. Inquiries for all other marks (i.e Execution, Artistic/score) will not be 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 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 to be correct and be accepted, this sum will not be invoiced by FIG to the Federation. Otherwise, the sum will be invoiced by FIG to the Federation and will be transferred to the FIG Foundation.

Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:

- at the end of the rotation for the qualifying competitions
- before the score of the following gymnast is shown for finals.

14. MEETINGS AND INSTRUCTIONS

Orientation Meeting

Please refer to the General Schedule.

Please note that attendance is compulsory for every delegation with maximum 2 representatives, one being the Head of Delegation (or his representative).

Judges may not represent their country at the Orientation Meeting.

In case a federation is composed only by a gymnast and a judge, the gymnast must attend the orientation meeting.

Important information about the organization of these Championships will be given by the LOC and the FIG. This Meeting will be held exclusively in English. 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.

For specific timing and location, please refer to the general schedule.

Judges Instructions, Meetings, Briefings and Draws

All registered judges are required to take part in the judge's instructions, subsequent meetings and draws

Judges who do not participate in the judges' meetings/instructions/draws will not be authorized to judge, will receive warnings and possibly other sanctions as well.

The judges must respect the dress code mentioned in the Code of Points.

For specific timing and location, please refer to the general schedule.

TC Meeting and Video Analysis

A continued evaluation will be carried out by the Superior Jury (Technical Committee). This will be done by observation and scoring by the responsible members of the SJ during the competitions and by analysis from videos after the competitions by the Technical Committee.

Scoring: Longines Instructions,

The scoring Instruction will be held on the FOP, for specific timing, please refer to the general schedule.

15. PRIZE MONEY

The following Prize Money will be allocated to the medallists:

Ranking	IM/IW/MP/TR (per medalist)	Groups (per group)	AER Step (per group)	AER Dance (per group)	Team Ranking (per team)
1st	1'500. CHF	3'000. CHF	3'000. CHF	3'000. CHF	5'000. CHF
2nd	1'000. CHF	2'000. CHF	2'000. CHF	2'000. CHF	3'000. CHF
3rd	500. CHF	1'000. CHF	1'000. CHF	1'000. CHF	2'000. CHF
Total	21'000.CHF (3'000.- x 7)	6'000. CHF	6'000. CHF	6'000. CHF	10'000. CHF
Grand Total	CHF 49'000. CH				

Additional Prize Money / Support paid by FIG according to the Team ranking (in USD)

Ranking	Amount
1st	5'000. USD
2 nd	3'000. USD
3rd	2'000. USD

In case of a tie, the prize money of the respective ranking are added and divided by the number of tied units. Examples:

Ranking: 1. Gold - Gold (tie) 2. – 3. Bronze

The prize money for rank 1 and 2 are added and divided by 2.

Ranking: 1. Gold 2. Silver – Silver (tie) 3. -

The prize money for rank 2 and 3 are added and divided by 2

Ranking: 1. Gold 2. Silver 3. Bronze – Bronze (tie)

The prize money for rank 3 is divided by 2

16. ROUND TABLE

3 round tables will take place in the Orientation Meeting room in the competition venue for maximum 3 representatives per Federation.

The **FIG President Round Table** will be directed by the FIG President Mr. Morinari WATANABE in the presence of FIG representatives and the TC members.

The **AER TC Round Table** will be directed by the FIG ART TC in the presence of FIG representatives.

The **Medical and Anti-doping fight Round table** will be directed by Dr. Michel Léglise and invites all accredited National Federations' Medical doctors and Paramedical Staff.

The topic will be:

“ the fight against doping – a challenge for all”

Overview – updated information - risk assessment – Problems in daily practice - Wada collaboration - Fig involvement and results.

This round table is **compulsory** for all participating Federations and meant to provide valuable information on medical aspects and fight against doping. Please complete the “Round table on Medical aspects and fight against Doping”.

Registration forms are to be found in the appendices forms and must be returned to the FIG office (attention: Ms. Sylvie Martinet / e-mail at smartinet@fig-gymnastics.org) at the very latest by **May 9, 2018**

For specific timing of those round tables, please refer to the general schedule.

17. ATHLETES' MEETING

The FIG and its Athletes' Representative for AER would like to invite athletes from all participating Federations (maximum 4 gymnasts per federation) to a meeting.

For specific timing, please refer to the general schedule.

18. GYMNASTICS AMBASSADORS

Marcela Lopez (BRA) and Jonatan Cañada (ESP) are the two Aerobic Gymnastics Ambassadors for the World Championships. They will be on site June 1 to 3.

They will present medals and will also be available for photo shoots and autograph sessions, meeting with athletes, interview requests and other activities from the FIG and the LOC on site.

19. TRANSPORTATION

Visa

Please refer to the information given in the directives.

International Transportation

The travel to Guimarães 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.

In case of heavily delayed or cancelled flights, please call:

+351 926 242 718 – Mr. Ricardo LIMA

Arrival and departure in Guimarães

Accredited team delegations who:

- will arrive and depart on the official arrival and departure dates
 - has filled-in the online LOC platform by the date of **April 25, 2018** at the very latest,
- will be provided with local transport from Oporto International Airport (OPO) to the Accreditation Center and then to the official hotels based on the information received. This service will be guaranteed by the LOC. Upon receipt of the schedules, further instructions will be provided to the Delegations as required.

For those Delegations or member of Delegations that do not arrive and/or on the official arrival day as mentioned on the general schedule, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

LOC personnel will be present at the airport with greeting signs. Upon arrival, the Delegations will thus be requested to make their way to meet with them.

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

Shuttle timetables will be provided to the Heads of Delegation upon arrival and will also be available at the Information desk and on display at the official hotels.

20. INSURANCE

Refer to the Directives.

21. ACCREDITATION

Procedure

Please refer to point 4.

Accreditation center

The accreditation center is located at the Multiusos de Guimarães (please refer to point 2).

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 5 and 8).

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.

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

As mentioned in the directives, the Federations must send, for each of their delegation members, a picture to the LOC with the following requirements.

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



If a photo has to be taken during the accreditation because none has been sent within the deadline or sent in the unofficial requested format, there will be a charge of **10 Euro for each photo taken at the accreditation desk.**

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

The gymnasts will furthermore be requested to present to the LOC their FIG License (in addition to their valid passport) for further age control as well as for anti-doping purposes.

All FIG licences will be collected at the accreditation and given back after the photo portrait session (see Art. 32).

The National Federations are requested to make copies of the gymnasts' passport before departing from their country. Upon arrival at the airport and before entering the dedicated bus, the Head of Delegation (or his/her representative) must collect all passports from gymnasts and place the respective copy in each of the original passport. This will save time in the accreditation process.

Any passport copies made at the accreditation by the LOC will be charged 3 Euros.

At accreditation, the Heads of Delegation (or his/her representative) must also

- check the correct names of their complete Delegation
- present to the LOC a valid passport of all Delegation Members for proof of identity and control of Nationality.
- hand in copies of the passport of the gymnasts
- verify the accommodation and meal requirements
- verify the return flight schedules.
- control the electronic flag and anthem
- bring the national flag and anthem
- hand in the filled in advance order for podium trainings WCH (Appendix 4) – this order will be followed only during the podium trainings in the competition hall.

- **No Difficulty Sheets are needed for the World Championships**
- make the necessary payments if needed (insurance, accommodations, meals, etc.)

The workplan will not be distributed at the accreditation, only the changes which might have occurred from the time of publication of the workplan to the Federation until accreditation day will be collected and a special revised information paper will be issued.

The Head of delegation/delegation members have to bring his/her own workplan and any other appendices.

22. DELEGATION BOXES / INFORMATION DESKS

No copies will be distributed if no changes happened.

Location: LOC Office

Opening hours: Please refer to point 2.

Information points will also be set up in the lobbies of the official hotels.

All requests should be directed to the LOC Office.

23. FAREWELL BANQUET

The LOC will host a Farewell Banquet for all delegation members in Meet Penha, for specific timing kindly refer to the general schedule.

After 22:30 Federations are welcome to stay and enjoy.

Access to the banquet will be by tickets only. Appetizers will be served, followed by a seated dinner. The relevant diplomas will be distributed during this banquet.

Music will be provided throughout the evening.

The transport service for the banquet will be advised via the Delegation Mail Boxes.

All other persons willing to attend this Banquet can purchase tickets at the Information desk not later than 3 days before the respective banquet. The price is 50.- Euro per person and has to be paid during the purchase of the farewell ticket/s.

Dress code is casual.

24. ACCOMMODATION

Please refer to the directives regarding all information about accommodation.

Category I:

1. Santa Luzia – Official Hotel (<http://santaluziaarthotel.com>)
2. Melia (<https://www.melia.com/pt/hoteis/portugal/braga/melia-braga/index.html>)

Category II:

3. Open Village (<http://www.ovs.pt>)
4. Hotel Fundador (<http://www.hotelfundador.com/>)

Category III:

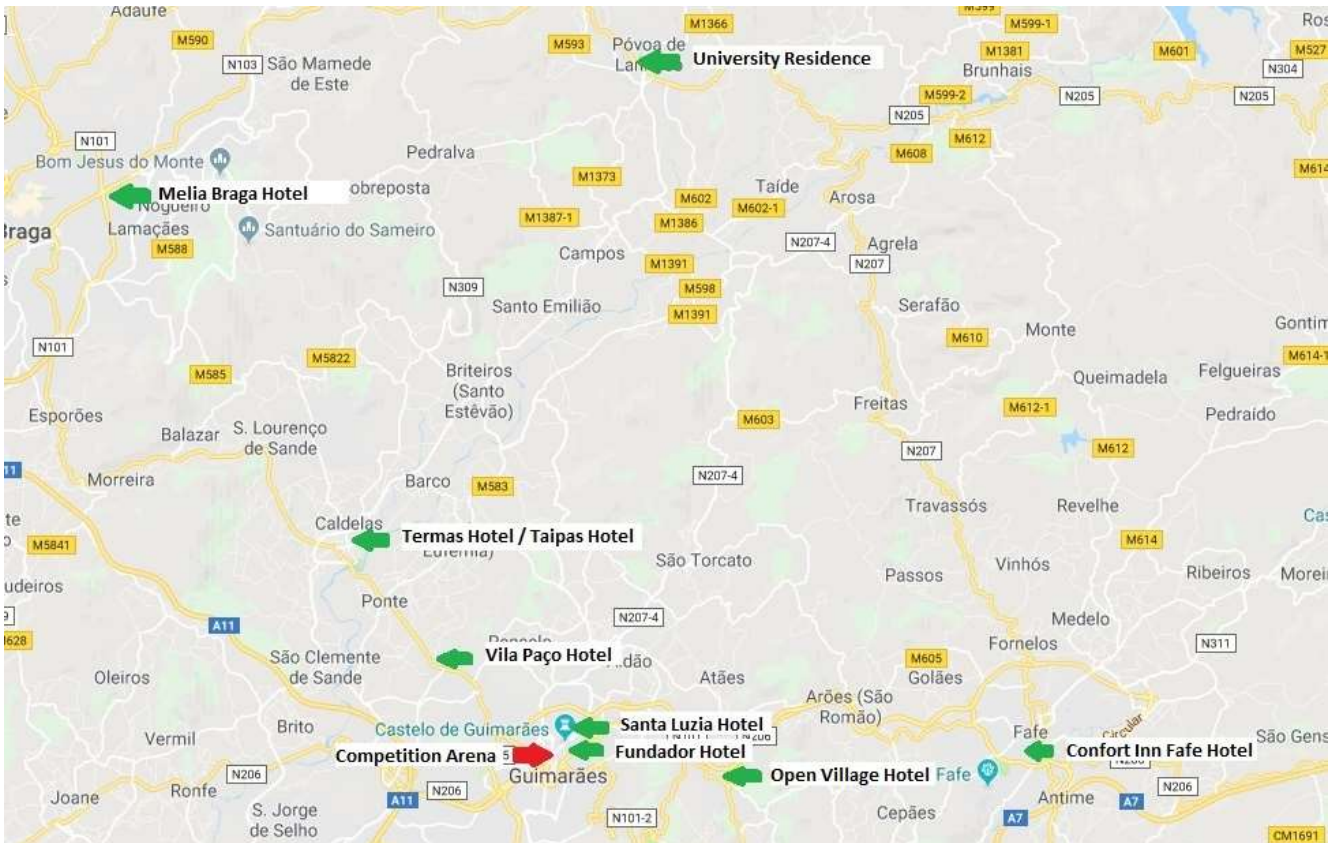
5. Hotel das Taipas (<http://www.hoteldastaipas.com/>)
6. Hotel das Termas (<http://www.hoteltermastaipas.pt/>)
7. Confort Inn (<http://www.continentalhotels.eu/site/events/view/16.html>)

Category IV – Low cost Hostel

8. University Residence (No web page available. Located at Póvoa de Lanhosos).

Media Hotel

9. Melia (<https://www.melia.com/pt/hoteis/portugal/braga/melia-braga/index.html>)



Check In Procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary forms. 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 requirements of accreditation have been fulfilled.

The check-in times of the respective hotels must be strictly respected.

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 costs incurred.

The check-out times of the respective hotels must be strictly respected (Delegations will be informed of the respective check in time).

LOC recommend to do the respective check out at least one hour before the scheduled transportation to the airport.

25. MEALS

Based on the reservations and payment made by each Federation, the different meals arrangements will be made as follows:

Breakfast can be taken in the respective hotels.

Lunch

The LOC will provide lunch every day from 11:30 to 14:30 on the competition site for the delegations who already booked the lunch by **April 25, 2018** at the latest.

NB: Around the Multiusos de Guimarães, there is very limited possibility for lunches (restaurant or shops).

During the competitions, the LOC will provide:

- soft drinks, fruits, and snacks in the judges meeting room and in the training halls.

Dinner

The LOC will provide dinner every day from 18:30 to 21:30 on the competition site for the delegations who already booked the lunch by **April 25, 2018** at the latest.

The meal plan is not compulsory and the delegations are free to make their own arrangements to eat at their own expenses.

Meals payment

Please refer to the directives.

Cancelation Policy

Please refer to the directives.

26. MEDICAL SERVICES

The medical service is provided by the Local Organising Committee according to the FIG Rules "MEDICAL ORGANISATION OF THE FIG COMPETITIONS". Please refer to Appendix 11.

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.

27. 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.

28. MEDIA ACCREDITATION

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.

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: May 9 2018.

Media and late accreditation will be available at the Information desk upon arrival.

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

29. MEDIA ACCOMMODATION

Please refer to Art 23.

30. MEDIA POSITIONS

Mixed Zone

Gymnasts must exit the Field of Play (FOP) through the Mixed Zone after podium training sessions and competitions. This is where journalists collect flash quotes from the competitors. Federations are responsible for the proper and timely appearance of their medallists in the Mixed Zone.

There is no obligation for a gymnast to stop in the Mixed Zone, however, cooperation with the press is most appreciated.

Training halls

Media representatives are welcome in the training halls. However, they are kindly requested to remain in the designated areas (Zone 10) 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.

Kiss and Cry Area

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

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.

31. 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 2018, 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 to the control.

32. PUBLICITY ON COMPETITION ATTIRE

Publicity and National Emblem Rules on attire and equipment must be strictly respected as per FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the Publicity form (Appendix 13) if deemed necessary by **May 1, 2018** in order to have it approved.

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

33. ATHLETES' IMAGES FOR IMPROVED SPORTS PRESENTATION

Please refer to our official communication from February 5 that you can find by clicking on this link: <https://goo.gl/mYd9fY>

Information on an official athlete photo session will be announced at the Orientation meeting.

34. TELEVISION

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

35. CAMERAS AND VIDEO-RECORDING

In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' **and delegation** seating is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and/or publishing any such video and/or sound recordings including on social media and the internet. The only exceptions are the host broadcaster, rights holders and IRCOS cameras.

All exercises will be recorded in high definition by digital video cameras (IRCOS). The official FIG IRCOS footage will be available for sale to all FIG member federations.

Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

36. SPONSOR ACTIVATION AREA

Information will be given by the LOC closer to the event.

37. WEBSITES

- LOC website: www.worldaerobics2018.com
- FIG website: www.fig-gymnastics.com

38. MISCELLANEOUS

-The official currency in Portugal is Euro

Plugs

The standard voltage in Portugal is 220 volts



Weather in Guimarães in May/June

Average minimum: 19 °C / 66°F

Average maximum: 23°C / 73°F

Time (GMT)

During the event, Guimarães will be on Summer Time (GMT + 1 Hr).

39. SUMMARY OF THE REMAINING DEADLINES

FOR the FIG

Online Registrations (FIG website)	Closing Date
Nominative Registration	25.04.2018
Music Release Form	25.04.2018
Media accreditation	09.05.2018
Round tables deadline	09.05.2018

FOR THE LOC

Forms (to be sent to the Local Organizing Committee)	Deadline
Music Release form	25.04.2018
Music to be send to the LOC	25.04.2018
Pictures to be send to the LOC	25.04.2018

40. APPENDICES

- Appendix 1: Plans of the competition venue
- Appendix 2: Results of drawing of lots
- Appendix 3: Complete schedules (to be given later)
- Appendix 4: Order for podium training
- Appendix 5: Change of start list
- Appendix 6: Inquiry form
- Appendix 7: Gymnast injury report form
- Appendix 8: Request for accreditation changes
- Appendix 9: National anthem and national flag
- Appendix 10: Release document for accreditation
- Appendix 11: Confirmation of team competition
- Appendix 12: Medical organization of the FIG competitions and events
- Appendix 13: First class assistance for athletes and judges
- Appendix 14: Publicity form
- Appendix 15: FIG President round table registration
- Appendix 16: FIG medical and anti-doping round table registration
- Appendix 17: AER TC round table registration



André F. Gueisbuhler
Secretary General