

# FEDERATION INTERNATIONALE DE GYMNASTIQUE



To the FIG Affiliated Member Federations

Lausanne, 23 September 2013

**DIRECTIVES AND INVITATION LETTER, XIII CYCLE (2013-2016)**  
**RG INTERNATIONAL JUDGES' COURSE**  
11-17 November 2013  
**Madrid (Guadalajara) ESP**

Dear President,

We are pleased to invite your **RG** judge(s) to participate in the International Judges' Course which will be held in Madrid (Guadalajara) ESP.

This course will be conducted by the 3 FIG Experts and will be organized in accordance with the following FIG rules:

- **2013-2016** Code of Points
- **2013** FIG General Judges' Rules
- **2013** Specific Judges' Rules
- **2013** FIG Statutes
- **2013** Technical Regulations

Please find here below all relevant information:

|   |  |
|---|--|
| <b>FIG</b>  | FIG – Fédération Internationale de Gymnastique<br>Contact Person: Sylvie Martinet<br>Avenue de la Gare 12<br>Case Postale 630<br>CH - 1001 Lausanne - Switzerland<br>Tel: +41 (0)21 321 55 10 / Direct: +41 (0)21 321 55 15<br>Fax: +41 (0)21 321 55 29<br>Email: <a href="mailto:elebre@fig-gymnastics.org">elebre@fig-gymnastics.org</a><br>Website: <a href="http://www.fig-gymnastics.com">http://www.fig-gymnastics.com</a> |
| <b>Host Federation &amp; Local Organising Committee</b> | REAL FEDERACION ESPANOLA DE GIMNASIA<br>Contact Person: Sergio García Alcázar<br>C/Ferraz, 16-7 dcha<br>28008 MADRID –Spain<br>Tel: 34.91.5401078<br>Email: <a href="mailto:rfeg@rfegimnasia.es">rfeg@rfegimnasia.es</a> / <a href="mailto:sgarcia@rfegimnasia.es">sgarcia@rfegimnasia.es</a>  |
| <b>Date</b>   | <b>11 – 17 November 2013</b> (arrival/departure days included)   |

|   |  |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
|---|--|--|------------------|---------|-----------------------|---|------------------|--------------|------------------|-------------------------|------------------|---------------------------|------------------|
| <b>Accommodation</b>                        | TRYP GUADALAJARA<br>Avda Eduardo Guitián, 7 - 19002 Guadalajara (MADRID), ESPAÑA<br>TEL. (34) 949 20 93 02 - FAX. (34) 949 22 64 10<br>tryphotels.com  |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| <b>Planned Programme</b>                    | <table> <tr> <td>Arrival Participants, Experts and FIG:</td><td>11 November 2013</td></tr> <tr> <td>Course:</td><td>12 – 15 November 2013</td></tr> <tr> <td>Arrival Participants for examinations only:</td><td>15 November 2013</td></tr> <tr> <td>Examination:</td><td>16 November 2013</td></tr> <tr> <td>Departure Participants:</td><td>17 November 2013</td></tr> <tr> <td>Departure Experts and FIG</td><td>18 November 2013</td></tr> </table> <p>Detailed program will be published soon.</p>  | Arrival Participants, Experts and FIG: | 11 November 2013 | Course: | 12 – 15 November 2013 | Arrival Participants for examinations only: | 15 November 2013 | Examination: | 16 November 2013 | Departure Participants: | 17 November 2013 | Departure Experts and FIG | 18 November 2013 |
| Arrival Participants, Experts and FIG:      | 11 November 2013   |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| Course:                                     | 12 – 15 November 2013  |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| Arrival Participants for examinations only: | 15 November 2013   |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| Examination:                                | 16 November 2013   |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| Departure Participants:                     | 17 November 2013   |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| Departure Experts and FIG                   | 18 November 2013   |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| <b>Official language &amp; FIG Experts</b>  | <p>The course will be held in <b>Spanish</b> and in <b>French</b>.<br/>To help overcome language difficulties, the federations concerned may send their own interpreter (maximum one). The interpreter must be registered at the same time as the judge(s) but they may not be registered online. Therefore we kindly ask you to announce them in writing (with all necessary information, family name, given name, flight schedules, hotel room, etc) to the respective contact person within the FIG.</p>  |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| <b>Examination</b>                          | <p>All judges wishing to confirm their Brevet category for the XIII Cycle must pass successfully the examinations.<br/>According to the FIG General and Specific Rules for Judges 2013, the Brevet category will depend on the results of the examinations.</p> <p>The examinations consist of:</p> <ul style="list-style-type: none"> <li>- theoretical examination</li> <li>- practical examination – Difficulty</li> <li>- practical examination – Execution</li> </ul> <ul style="list-style-type: none"> <li>• Judges who have already attended one of the courses organized without examinations (AUT – CAN – CZE – GBR – ISR – JPN – UKR – USA) or a course the examinations of which were cancelled (Bucharest, Moscow, Alicante 2012) may attend the examinations only.</li> <li>• Judges who wish to improve their category may attend a second course but must repeat the entire course and the entire examinations.</li> </ul> |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| <b>Results</b>                              | Once the results of the examination and the category for the XIII cycle (2013-2016) are approved by the FIG, they will be sent to the respective National Federation together with all other relevant documents.   |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| <b>Participants</b>                         | <p>All judges in possession of Brevet Cat. I – IV and national judges are allowed to take part in the Course provided that they have not been sanctioned.<br/>Please see Sanctions in the FIG Statutes, Art. 43.2, except for (a).</p> <p>According to the official communication sent out to all National Federations on 9<sup>th</sup> of July 2013, <b>the total maximum number of International RG Judges <u>for the current cycle (2013-2016)</u> cannot exceed 10 judges per National Federation</b> (included the judges who participated in the Retest in Frankfurt (GER), July 2013).<br/>Please take this decision into account before registering your RG judges to one of the 6 courses.</p>   |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |
| <b>Registration</b>                         | <p>Each National Federation, wishing to send their judges to the International course, must fill in a parallel online registration system created for these courses.<br/>To log in on this online system please use your usual username and password for your respective federations and click <a href="#">here</a>.</p> <p>In order to officially validate the registration and the citizenship of each judge taking part in a course, the profile of the participating judges must be updated or created in case of</p>  |  |                  |         |                       |   |                  |              |                  |                         |                  |                           |                  |

|                  |  |
|------------------|--|
|                  | <p>new judges on the usual FIG online system by the respective member Federations as soon as possible but by no later than <b>11<sup>th</sup> of October 2013</b>. It is also compulsory for the respective member Federations to upload in each judge's profile:</p> <ul style="list-style-type: none"> <li>• a <b>recent photo</b> of the judge (File format: .jpg or .jpeg / Dimensions: 190 pixels wide x 250 pixels high / File size: approximately 50 Kb)</li> <li>• the <b>valid passport</b> of the judge (i.e. <b>judges must have the same nationality as that of the Federation which registers them</b>).</li> </ul> <p>Please also note that as per the above deadline of <b>11<sup>th</sup> of October 2013</b>, your Federation must send by e-mail to the contact person within the FIG, <b>a copy of all pages of the log book relevant to the cycle XII (2009-2012) and to the current cycle XIII (2013-2016)</b> for each of the participant from your Federation.</p> <p>The participants are also requested to bring their log book to the course otherwise the results will remain provisional.</p> <p>Clear indication must be made on the copy sent regarding the logbook holder:</p> <ul style="list-style-type: none"> <li>• NF_Family Name_Discipline_Category XII cycle (or current category for those having participated at the "Retest" in Frankfurt)<br/>e.g.: GBR_SMITH_RG_CAT II</li> </ul> <p>Failure to fully update or create the judge's profile by the given deadline will result in the official course results not being confirmed and not being sent by the FIG office to the National Federation concerned until this procedure is correctly completed.</p> <p>The theoretical examinations will be distributed by default in <b>Spanish</b> or in <b>French</b>. Judges wishing to receive them in another language (one language only) will have to mention it in the online system, by the given deadline of 11<sup>th</sup> of October. Late information sent by e-mail once the registrations closed will not be taken into consideration.</p> <p>Other languages available: English, Russian, and German.</p> |
| <b>Entry Fee</b> | <p>The FIG entry fees (Euro 120.- per participant) are included in the below prices and are not refundable.</p> <p>The FIG entry fee is not applicable to the interpreter of the National Federations, if any.</p> <p>The FIG entry fee is not applicable to the judges having attended a course without examination or a course the examinations of which were cancelled.</p>   |
| <b>Costs</b>     | <p>The costs per participant for the course and examinations is of:<br/><b>Euro 925</b> in single room<br/><b>Euro 800</b> in twin room</p> <p>The costs per participant attending Examination only is of:<br/><b>Euro 270</b> in single room per judge and/or per NF interpreter<br/><b>Euro 230</b> in double room per judge and/or per NF interpreter<br/>(This includes 2 Nights Full Board Accommodation from Dinner 15<sup>th</sup> November and will finish with breakfast on 17<sup>th</sup> November)</p> <p>The costs per participant attending Examination only is of:<br/><b>Euro 130</b> in single room per judge and/or per NF interpreter<br/><b>Euro 115</b> in double room per judge and/or per NF interpreter<br/>(This includes 1 Night Full Board Accommodation from Dinner 15<sup>th</sup> November until End of Examination on 16<sup>th</sup> November)</p> <p>These costs are only refundable, provided cancellation is made before 20.10.2013 at the very latest.</p> <p>They include:</p>  |

|   |  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
|---|--|-----------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|-------------------|-----------------|-----------------------|-----------------|---|-----------------|--|
|   | <ul style="list-style-type: none"><li>• Hotel accommodation with full board</li><li>• Entry Fee</li><li>• The course's administration including rental of the meeting rooms, equipment, course material, documents</li><li>• Two coffee breaks per day</li><li>• Judge's brevet, pin, log books and sticker.</li></ul>   |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| <b>International transport &amp; Closest International Airport and/or Railway Station</b> | <p>The costs for the international transportation are at the participant's/National Federation's own expense.</p> <p>The Local Organizing Committee will provide transportation to the participants from the airport of Madrid to the hotel and vice and versa provided that the travel information has been submitted at the same time as the nominative registration on the online system by the given deadline of 11<sup>th</sup> of October 2013.</p> <p>Closest Airport:</p> <ul style="list-style-type: none"><li>• International Airport Madrid Barajas (ESP)</li></ul> <p>Closest Railway Station :</p> <ul style="list-style-type: none"><li>• Guadalajara train station</li></ul>  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| <b>Visa</b>   | <p>The participants who need Visa for ESP are kindly requested to send the attached form (appendix 1) directly to the Spanish Gymnastics Federation as soon as possible by no later than <b>15.10.2013</b></p>   |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| <b>Insurance</b>  | <p>Judges are covered by the FIG's insurance.</p> <p>The Organizing Federation and the FIG decline all responsibility in the event of illness, accident and/or repatriation (see Technical Regulations, reg. 12.10) for all other persons. Private interpreters are responsible for arranging sufficient insurance coverage at their own expenses.</p>   |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| <b>Payment</b>  | <p>The full necessary payment must accompany the participant's registration and must be made by 11<sup>th</sup> of October 2013 at the very latest to the following FIG Bank account:</p> <p>Beneficiary: Fédération Internationale de Gymnastique<br/>Av. de la Gare 12<br/>CH-1003 Lausanne/Switzerland</p> <p>Account: 272-56301649.9<br/>Bank: UBS SA, Nidaugasse<br/>IBAN: CH88 0027 2272 5630 1649 9<br/>Swift/BIC: UBSWCHZH80A</p> <p>or by credit card (Visa, Eurocard/Mastercard, or American Express) mentioning the card number, expiry date and detailed cardholders name and address.</p> <p>Please integrate the payment's purpose as follows:</p> <ul style="list-style-type: none"><li>• <b>RG Intercontinental Judges Course, MADRID 2013</b></li></ul> <p>Please note that entries without payment will not be accepted.</p> |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| <b>Deadlines Summary</b>  | <table><tr><td>Nominative Registration (on line)</td><td>11 October 2013</td></tr><tr><td>Accommodation (on line)</td><td>11 October 2013</td></tr><tr><td>Travel Schedule (online)</td><td>11 October 2013</td></tr><tr><td>Visa Request Form</td><td>15 October 2013</td></tr><tr><td>Payment of the course</td><td>11 October 2013</td></tr><tr><td>Cancellation refundable (except entry fees)</td><td>20 October 2013</td></tr></table>   | Nominative Registration (on line) | 11 October 2013 | Accommodation (on line) | 11 October 2013 | Travel Schedule (online) | 11 October 2013 | Visa Request Form | 15 October 2013 | Payment of the course | 11 October 2013 | Cancellation refundable (except entry fees) | 20 October 2013 |  |
| Nominative Registration (on line)   | 11 October 2013  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| Accommodation (on line)   | 11 October 2013  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| Travel Schedule (online)  | 11 October 2013  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| Visa Request Form   | 15 October 2013  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| Payment of the course   | 11 October 2013  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| Cancellation refundable (except entry fees)   | 20 October 2013  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |
| <b>Questions</b>  | <p>If you have any question, please contact the LOC or the FIG Office, Eunice Lebre</p>  |                                   |                 |                         |                 |                          |                 |                   |                 |                       |                 |   |                 |  |

Sincerely Yours,

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

André GUEISBUHLER

A handwritten signature in black ink, appearing to be 'A. Gueisbuhler', written over a light blue rectangular background.

Secretary General

Appendix 1 "Visa Form"