



ID 15544

**8th FIG AER Gymnastics World Age Group Competitions
GUIMARÃES (POR)
May 25-27, 2018**



WORKPLAN

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FOREWORD

This work plan for the 8th FIG Aerobic Gymnastics World Age Group Competitions in Guimarães to be held from the 25th until the 27th of May 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
- FIG Apparatus Norms
- FIG Advertising and Publicity Rules
- FIG Rules for Accreditation
- Medical Organization of the Official FIG Competitions and Events
- FIG Anti-doping Rules
- Regulations for Award Ceremonies
- FIG Media Rules
- FIG 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 Age Group Competitions.

The official languages of these World Age Group Competitions 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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SWITZERLAND

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

FIG Officials

Jury of Appeal and Supervisory Board President

Mr. Ali AL-HITMI

AER Technical Committee and Superior Jury

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

AER Athletes' Representative	Dora HEGYI
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FIG Staff

FIG Sports Manager	Alexandre COLA
FIG Sports Manager	Sylvie MARTINET

TV – HOST BROADCASTER

Host Broadcaster	TV Director	Miguel BARROSO
	Host Broadcast Producer and International Broadcast Liaison	RTP

SIPIGym Scoring

Team Leader	Alexandre PEDRO
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2. LOCAL ORGANIZING COMMITTEE

Coordinates

The LOC of the 2018 Aerobic World Age Group Competition

National Federation: GYMNASTICS FEDERATION OF PORTUGAL	Local Organizing Committee: GYMNASTICS FEDERATION OF PORTUGAL
Contact person: Paula Araújo Estrada da Luz, N° 30 – A 1600-159 LISBOA Portugal Tel: + 351.21.8141145 Fax: + 351.21.8142950 Email: gympor@gympor.com Website: http://www.fgp-ginastica.pt/	Contact person: Bernardo Tomás Estrada da Luz, N° 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	tbd
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 22nd until May 27th, 2018 from 09:00-19:00.

The LOC office will be in operation from half an 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):

00351 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. Delegation 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 22	Official arrival of the delegations Accreditations (no training available)	LOC Office	All day
Wednesday May 23	Orientation meeting Training and Podium training D judges draw Judges and instruction A and E SIPIGym Scoring system instruction Judges instruction D and CJP WAGC Opening/Closing ceremony rehearsal	Meeting room Competition hall Meeting room Competition hall Meeting room Competition hall	09:00-10:00 All day 10:30-13:00 13:00-13:30 15:00-17:00 After podium training
Thursday May 24	Training and Podium training	Competition hall	All day
Friday May 25	Judges' meeting and draw Qualifications day 1 IW 1 / TR 2 Opening Ceremony IM 1 / MP 2 GR 1 / AD 2	Meeting room Competition hall	08:00-09:30 10:00-13:35 14:00-14:30 14:30-16:00 16:15-17:15
Saturday May 26	Judges' meeting and draw Qualifications day 2 IW 2 / TR 1 IM 2 / MP 1 / GR 2	Meeting room Competition hall	08:30-10:00 10:30-12:00 14:00-15:45 16:00-18:30
Sunday May 27	Judges' meeting and draw Presentation of finalists Finals IW 1 / TR 2 Medal Award Ceremony IW 1 / TR 2 Presentation of finalists Finals IM 1 / MP 2 Medal Award Ceremony IM 1 / MP 2 Presentation of finalists Finals GR 1 / AD 2 Medal Award Ceremony GR 1 / AD 2 Presentation of finalists Finals IW 2 / TR 1 Medal Award Ceremony IW 2 / TR 1	Meeting room Competition hall	09:15-09:45 10:22-10:30 10:30-11:10 11:15-11:25 11:30-11:38 11:38-12:15 12:20-12:30 14:12-14:20 14:20-15:00 15:05-15:15 15:20-15:28 15:28-16:05 16:10-16:20

	Presentation of finalists		16:25-16:33
	Finals IM 2 / MP 1		16:33-17:11
	Medal Award Ceremony IM 2 / MP 1		17:15-17:25
	Presentation of finalists		17:30-17:33
	Finals GR 2		17:33-17:56
	Medal Award Ceremony GR 2		18:00-18:05
	Closing Ceremony		18:05-18:35
	Farewell WAGC		21:00-23:00
Monday May 28	Official departure of WAGC		All day

**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 Age Group Competitions 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 – in conjunction with their primary accreditation card – a TAC.

To access to Zone 3 (warm-up hall), 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.

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 24.

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 Starting order (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.

Registration on the FIG Database, **deadline of April 18th, 2018 (23:59 Swiss time)**

Music

As mentioned in the directives, all the music will be upload at <http://gyndata.online>, only format MP3 or wav. as soon as possible but no later than **April 18th, 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).

- 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 the respective Qualification.

- 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 wearing their accreditation and only during their respective training times.

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

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:

- May 26th 2018 – WAGC – IW 1 / TR 2, IM 1 / MP 2 and GR 1 / AD 2

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 competitions, warm-ups, 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 / AD (only AG 2)) for the finals of the World Age Group Competitions 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 and Opening ceremony, all competitors must wear their National track suit.

Official Opening Ceremony

The Official Opening Ceremony for the World Age Group Competitions will take place on Friday May 25th, 2018 from 14:00 to 14:30, 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 and Age Groups).

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: ranked 1st to 3rd in the World Age Group Competitions.

The competition attire, according to the Code of Points, must be worn.

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

A gymnast or a unit 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 WAGC 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.

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

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

World Age Group Competitions

The Chairs of Judges' Panels for the World Age Group Competitions 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)

- **Panel B:**

CJP: Naoki TAKAHASHI (JPN)

D judges (2 per panel) will be drawn on the first judges' instruction and will remain for the entire competition.

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

The drawn D judges will remain for the entire 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.

The drawing of lots will take part the day of each Final.

Superior Jury

The Superior Jury will consist as follows:

President:	Sergio GARCIA (FIG AER TC President)
Assistant:	Dora HEGYI (Athletes' Representative)
Superior Jury in Artistic	Tammy YAGI-KITAGAWA (FIG AER TC member) Jorge FILLON (FIG AER TC member)
Superior Jury in Execution	Maria FUMEA (FIG AER TC member) Maria Eduarda DE OLIVEIRA POLI (FIG AER TC member)
Superior Jury in 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	Ali AL-HITMI	To be named on site if required	To be named on site if required

12. SCORING

SIPIGym will provide the scoring system and the video control for WAGC.

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.

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 World Age Group Competitions 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.

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.

The judges' instructions, meetings and draws will be held in the judges meeting room in Multiusos de Guimarães. **All judges must be present in the meeting room on May 23rd, at 10:30.**

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: SIPIGym instructions

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

15. 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 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 18th, 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 from the airport

to the Accreditation Center and official hotels 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 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.

16. INSURANCE

Refer to the Directives.

17. ACCREDITATION

Procedure

Please refer to point 4.

Transferable Access Cards

Please refer to FIG Accreditation rules and the directives.

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 Rules 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 Federation must send, for each of their delegation member, 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 of April 18th, 2018 or sent in the unofficial requested format, there will be a charge of **10 Euro for each photo taken at the accreditation desk.**

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

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

Control and distribution of required documents and material

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.

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 WAGC (Appendix 4) – this order will be followed only during the podium trainings in the competition hall.
- **No Difficulty Sheets are needed for the World Age Group Competition**
- 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 occur 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 issue.

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

18. 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.

19. FAREWELL BANQUET

The LOC will host a Farewell Banquet for all delegation members on **May 27th, 2018**, from 21:00 till 23:00 in Meet Penha.

After 23:00 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 smart casual.

20. ACCOMMODATION

Please refer to the directives regarding all information about accommodation.

Hotel payment: Please refer to the directives.

Cancelation policy: Please refer to the directives.

Category I:

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

Category II:

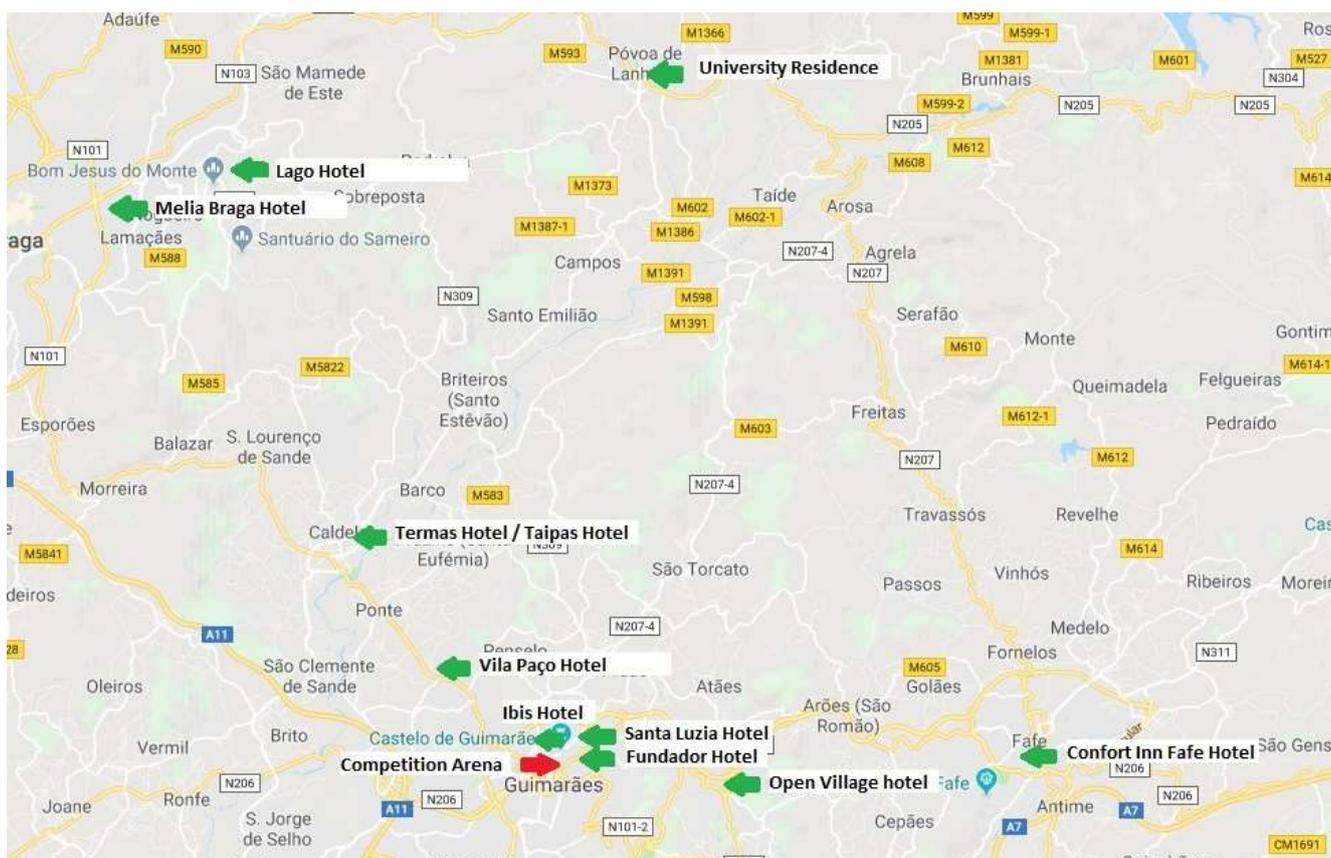
3. Open Village (<http://www.ovs.pt>)
4. Hotel Fundador (<http://www.hotelfundador.com/>)

Category III:

5. Ibis (<http://www.ibis.com/pt/hotel-1802-ibis-braga-centro/index.shtml#overview>)
6. Hotel das Taipas (<http://www.hoteldastaipas.com/>)
7. Hotel das Termas (<http://www.hoteltermastaipas.pt/>)
8. Confort Inn (<http://www.continentalhotels.eu/site/events/view/16.html>)
9. Hotel do Lago (<http://www.hoteldolagobraga.com/pt/>)

Category IV – Low cost Hostel

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



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.

Delegations will be informed of the respective check-in time.

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.

21. 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 18th, 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 18th, 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.

22. 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.

23. 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.

24. MEDIA ACCREDITATION

Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact LOC Elena Rosca at comunicacao@gympor.com.

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

25. MEDIA POSITIONS

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.

26. 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 **18 April 2018** in order to have it approved.

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

27. TELEVISION

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

28. 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

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.

29. SPONSOR ACTIVATION AREA

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

30. WEBSITES

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

31. 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

Time (GMT)

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

Average maximum: 23°C / 73°F

32. SUMMARY OF THE REMAINING DEADLINES

FOR the FIG

Online Registrations (FIG database)	Closing Date
Nominative Registration	18.04.2018

FOR THE LOC

Forms (to be sent to the Local Organizing Committee)	Deadline
Meals order	18.04.2018
Music Release form	18.04.2018
Music to be send to the LOC	18.04.2018
Pictures to be send to the LOC	18.04.2018
Media accreditation	18.04.2018

33. 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 trainings
- 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: Accreditation Release Form
- Appendix 11: Medical organization of the FIG competitions and events
- Appendix 12: First Class Assistance for Athletes and Judges
- Appendix 13: Publicity Form



André F. Gueisbuhler
Secretary General