

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FONDÉE EN 1881

WORK PLAN



22th WORLD CHAMPIONSHIPS

ACROBATIC GYMNASTICS



Wrocław, Poland

July 13th – July 19th 2010



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PART I: ADMINISTRATION

1. Foreword

This Work Plan has been developed between the FIG ACRO-TC, the FIG Office and the Organising Committee (OC) of the 22th Acrobatic Gymnastics World Championships in Wroclaw in accordance with the following FIG regulations and rules (as valid in the year of the competition):

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

and subsequent decisions of the FIG Executive Committee and ACRO Technical Committee.

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

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

2. Organising Committee

2.1 – HOSTING FEDERATION

GYMNASTICS FEDERATION OF POLAND

President: ZBIGNIEW PELC

Responsible Person for acrobatic gymnastics: URSULA WOJTKOWIAK

2.2 - COORDINATES

KS AZS AWF WROCŁAW

Contact Person : Konrad Bojakowski , Arek Szymczak

Ul. Paderewskiego 35

51-612 Wrocław - POLAND

TEL. (+48) 607 05 07 14

FAX. (+ 48) 71 348 39 28

Email: wroclawcup@gmail.com

Website: www.wroclawcup.pl



2.3 - ORGANISING COMMITTEE OFFICIALS

Presidents	Michał Janicki and Arkadiusz Szymczak
Vice-Presidents	Maciej Zieliński, Prof. Paweł Kowalski, Dr. Andrzej Rokita, Piotr Mazur Marcin Przychodny
Competition Director	Arkadiusz Szymczak
Secretary General and Technical Director	Konrad Bojakowski
Competition Director	Arkadiusz Szymczak
Media Officer	Lukasz Sot
Chief Medical Officer	Adrian Domecki
Transport	Arkadiusz Jarczak
Finance	Dorota Matuszyk
Accommodation	Zofia Mazur
Security	Anna Konstanciuik

2.4 - OC OFFICE

The OC Office will be located in the competition venue (see Appendix 2) and 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 OC phone number is as follows :+48 796 654 540

Emergency number (out-of-office hours): +48 796 898 120.

3. Fédération Internationale de Gymnastique (FIG)

3.1 - COORDINATES OF THE FIG

FIG – Fédération Internationale de Gymnastique

Contact person: Alexandre Cola

Avenue de la Gare 12

CH-1003 Lausanne

SWITZERLAND

Telephone: +41 21 321 55 10 / Direct: +41 21 321 55 18

Fax: +41 21 321 55 29

E-mail: acola@fig-gymnastics.org

Website: www.fig-gymnastics.com

3.2 - FIG OFFICIALS

President	Prof. Bruno Grandi
1 st Vice-president – in charge of Acrobatic Gymnastics	Dr. Michel Léglise
EC member	Attila Orsel
Secretary General	André Gueisbuhler

3.3 - FIG ACROBATIC TECHNICAL COMMITTEE (ACRO-TC)

ACRO-TC President	Tonya Case
ACRO -TC 1 st Vice-president	Irina Nikitina
ACRO -TC 2 nd Vice-president	Yan Ling Li
ACRO -TC Secretary	Karl Wharton



ACRO -TC member	Rosy Taeymans
ACRO -TC member	Raul Fonseca Correia
ACRO -TC member	Wieslawa Milewska

3.4 - FIG STAFF

FIG Sports Manager	Alexandre Cola
FIG Sports Manager	Sylvie Martinet
FIG TV Rights and Sales Manager	Olivier Strebel
FIG Media Operations Officer	Philippe Silacci
FIG Media Operations Coordinator	Meike Behrensen
FIG IT Manager	Cédric Evard
FIG Photographer	Volker Minkus

3.5 - TELEVISION

FIG TV Coordinator and Producer	Jean-François Rossé
FIG TV Producer and cameraman	Didier Humbert

3.6 - SWISS TIMING – IRCOS

Swiss Timing	Brigitte Koeffler
Swiss Timing	Jay Kohli
Swiss Timing	Francesco Diaz
IRCOS	Cyrille Pierre



PART II: COMPETITIONS

1. Provisional Program

Tuesday July 13 All day	Arrival of delegations for the World Championships Accreditation procedure, including submission of tariff sheets Free Training available Arrival of Swiss Timing	Place Hala Orbita Hala Orbita
Wednesday July 14 09:30 10:00 14 :00 All day As per schedule As per schedule 19:00 – 20 :00	Absolute deadline to Submit Tariff Sheets without penalty. (See ACRO Code of Points 2009 Article 42.2.) Meeting with the pre-appointed competition CJs and DJs Tariffing begins ACRO TC Meeting Training and Podium Training Athlete measurements after training of each team. Orientation meeting	OC office Judges' room Judges' room TC meeting room Hala Orbita Hala Orbita Hotel Sofitel
Thursday July 15 09:30-18:00 As per schedule 09:00 – 12:00 After judges' meeting 13 :00-18 :00 19:00	Tariffing continues Training and Podium Training Judges' meeting Judges' instruction on the scoring system Round table Opening Ceremony	Hala Orbita Judges' room Competition Area Hala Orbita Hala Orbita
Friday July 16 1 hour before competition As per schedule As per schedule As per schedule	Judges' briefing Warm-up as per schedule Competition I (Qualifications Exercise 1) Mixed Pairs Dynamic / Women's Group Balance Men's Group Dynamic Women's Pairs Balance / Men's Pairs Dynamic Competition I (Qualifications Exercise 2) Mixed Pairs Balance / Women's Group Dynamic	Judges' room Hala Orbita Hala Orbita Hala Orbita
Saturday July 17 1 hour before competition As per schedule As per schedule	Judges' briefing Warm-up Competition I (Qualifications Exercise 3) Mixed Pairs Combined / Women's Group Combined Competition I (Qualifications Exercise 2) Men's Groups Balance Women's Pairs Dynamic/ Men's Pairs Balance	Judges' room Hala Orbita Hala Orbita



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As per schedule	Competition II (Finals) Mixed Pairs Combined / Women's Group Combined Award Ceremony for Mixed Pairs and Women's Group	Hala Orbita
Sunday July 18		
1 hour before competition	Judges' briefing	Judges' room
As per schedule	Competition I (Qualifications Exercise 3) Men's Groups Combined Women's Pairs Combined / Men's Pairs Combined Medal award ceremony for Team Ranking	Hala Orbita
As per schedule	Competition II (Finals) Men's Groups Combined Women's Pairs Combined / Men's Pairs Combined Award Ceremony for Men's Group, Women's Pairs and Men's Pair	Hala Orbita
19:00 – 19:45	Closing Ceremony	Hala Orbita
21 :00 – 02 :00	Farewell Party	Hotel Sofitel
Monday July 19		
All day	Departure of Delegations ACRO TC Meeting (analysis)	
Tuesday July 20		
	ACRO TC meeting	

**All timings are subject to slight alterations*

Leotard Checks

NO Leotard checks will take place. Coaches and gymnasts are reminded to pay careful attention to all of the rules regarding competition attire.

Approval from previous competitions does not guarantee no penalties will be applied in the current competition.

2. Participation and size of the delegations

Gymnasts from FIG affiliated federations in good standing and with the correct age may take part in these World Championships. The maximum size of each delegation according to the FIG Accreditation Rules is as follows:

Gymnasts:

Discipline	Units
Women's Pair	2
Men's Pair	2
Mixed Pair	2
Women's Group	2
Men's Group	2

Each athlete may compete in one discipline



Officials:

Function	Number
Head of Delegation	1
Team Manager if 4 and more units	1
If 8 and more units	2
Coach if 1	1
If 2 to 7 units	2
If 8 and more units	3
*Additional coach for 4 or more units	1
Judge (in accordance with T.R. Section I, Reg. 7.10.3 d excluding any Chair or Difficulty Judge appointed by the ACRO TC)	2
Doctor	1
Physiotherapist	1
*Additional Doctor or Physiotherapist if 4 and more units	1
if 8 and more units	2
*Accompanying person (see 1.3)	1
*Guest for delegations with 1 to 4 units	1
with 5 and more units	2
Transferable access card zones 1 coach	1
Transferable access card zones 3 coach if 1 unit	1
If 2 and more units	2
Transferable access card zones 1 for medical staff	1
Transferable access card zones 3 for medical staff	1
Transferable access card zone 3 for team manager or head of delegation	1

A “unit” is defined as one pair or one group

*Accreditation at the charge of the Delegation as follows:

Accompanying persons

The members of the FIG Executive Committee, the FIG Technical Committees, the Honorary Members (see 1.4), and the Presidents of the FIG affiliated federations are entitled to one accompanying person at their discretion, e.g., to accommodate the presence and accreditation of a spouse or a close family member. The accompanying person is only entitled to accreditation if the person who has the right to invite attends the event, and only for the period during which the “host” is present. This accreditation may not be transferred during an event.

The members of the FIG Executive Committee (incl. TC Presidents) and the Honorary Members are entitled to a free accreditation, but the Organising Committee is entitled to charge PLN 600. - for the accreditations of accompanying persons of the FIG Technical Committees Members and the Presidents of the FIG affiliated federations

Guest Cards

Each federation has the right to one or two Guest accreditations at their discretion, e.g. for sponsors, important federation’s officials, etc. The Organising Committee is entitled to charge the following costs for Guests accreditations:

- “Guests” who have accommodation booked through the Organising Committee have access to the delegation seats, transport system (T3) and are invited to the Banquet. The price to be paid to the OC is PLN 600



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- “Guests” who do not book accommodation through the Organising Committee have access only to the delegations seats (no transportation system or Banquet). The price to be paid to the OC is PLN 600
- Upon request of the member Federation, the “Guests” may be accredited as VIP which includes access to VIP seating and the VIP lounge. The price for this upgrade, to be paid to the OC, is PLN 200

The Presidents of FIG affiliated federations in the function of Head of Delegation will be accredited as “Head of Delegation”. Their function will be described as “Head of Delegation and President”. Presidents of FIG affiliated federations who are not in the function of Head of Delegation will be accredited in the category “GT with VIP access” Their function will be described as e.g. “President XXX Gymnastics”. The OC may charge PLN 600 for this “additional” accreditation.

Accreditation at the charge of the Delegation:

•	NF Accompanying person:	PLN 600
•	NF President Accompanying person:	PLN 600
•	TC members Accompanying person:	PLN 600
•	Guest:	PLN 600
•	VIP Guest:	PLN 800
•	NF President as Guest:	PLN 600
•	Additional doctors or physiotherapist:	PLN 600
•	Additional coach	PLN 600
•	Lost accreditation:	PLN 600

The payment of these accreditations (at the charge of the Delegations) must be made to the Organizing Committee by bank transfer to:

Payable to:	Klub Sportowy Akademickiego Związku Sportowego Akademii Wychowania Fizycznego we Wrocławiu
Address:	51-612 Wrocław, ul. . Paderewskiego 35
Bank:	ALIOR BANK S.A.
Sort Code:	ALBPPLPW
Account Number:	63 2490 0005 0000 4520 1872 8615
IBAN Number:	PL 63 2490 0005 0000 4520 1872 8615
Swift Code:	ALBPPLPW

Your federation must cover all bank fees in connection with the bank transfers. Please state the name of your federation, the contact person and the purpose on the transfer.

TRANSFERABLE ACCESS CARDS

According to the FIG Accreditation Rules, in order to access Zone 1 (Field of Play, competition area) and Zone 3 (warm-up hall), all coaches, medical personnel, Team Managers and Heads of Delegations will need to present – in conjunction with their primary accreditation card – a Transferable Access Card (TAC).

All delegations will be allocated a number of Zone 1 TACs according to the number of registered units and officials, respecting the FIG Accreditation Rules.



The TACs are only transferable within the Federation's official delegation. Lost cards will not be replaced.

CONTROL OF MEDICAL CERTIFICATES

According to article 3 of the FIG Rules for Accreditation, "persons accredited as medical personnel are only eligible to be accredited as such if they are in possession of a respective professional qualification. The FIG reserves the right to request proof of such qualification at any time".

In this respect, FIG requests that **the medical personnel of each delegation present a copy of his/her medical certificate/diploma upon arrival at the accreditation procedure in order to be accredited.** The FIG will collect and record these certificates.

Please note that without this document, the accreditation of the medical personnel will NOT be released.

FIG reminds as well that, according to article 1.18 of the FIG Rules for Accreditation, any misuse of an accreditation (zone, time, transfer, etc.) leads to the withdrawal of the accreditation and a fine of CHF 2'500.- for each case.

3. Nominative Registrations

3.1 - ON-LINE NOMINATIVE REGISTRATIONS

The nominative entries must be completed by entering the composition of the delegation on-line (by using the National Gymnastics Federations' intranet login and password) by **16th June** at the very latest as follows: <http://www.fig-gymnastics.com>. Missing or late nominative entries will be fined with CHF1'000.-. Incomplete or incorrect on-line nominative registrations will be refused by the FIG.

3.2 - FIG LICENSES

The compulsory FIG gymnast's license will be introduced for the first time in these World Championships. The licenses' applications must be made four (4) weeks at the very latest prior to the validity date required in order to be considered by the FIG. Licenses' applications received after this deadline will not be considered for these World Championships and the gymnasts concerned will not be authorized to compete.

No licenses' requests will be handled while on site and no exceptions will be made.

3.3 - JUDGES' BREVETS

Only judges with the appropriate and valid category of Brevet for their function for this XII Cycle (2009-2012) will appear in the drop-down menu. Should your Federations not find the name of their judges in the drop-down menu during the on-line nominative registration, it will then mean that these judges do not currently hold a valid category of brevet for their function for this XII Cycle (2009-2012) and will not be authorized to judge in Wroclaw. Please contact the FIG office shall this later happen.

3.4 WITHDRAWALS

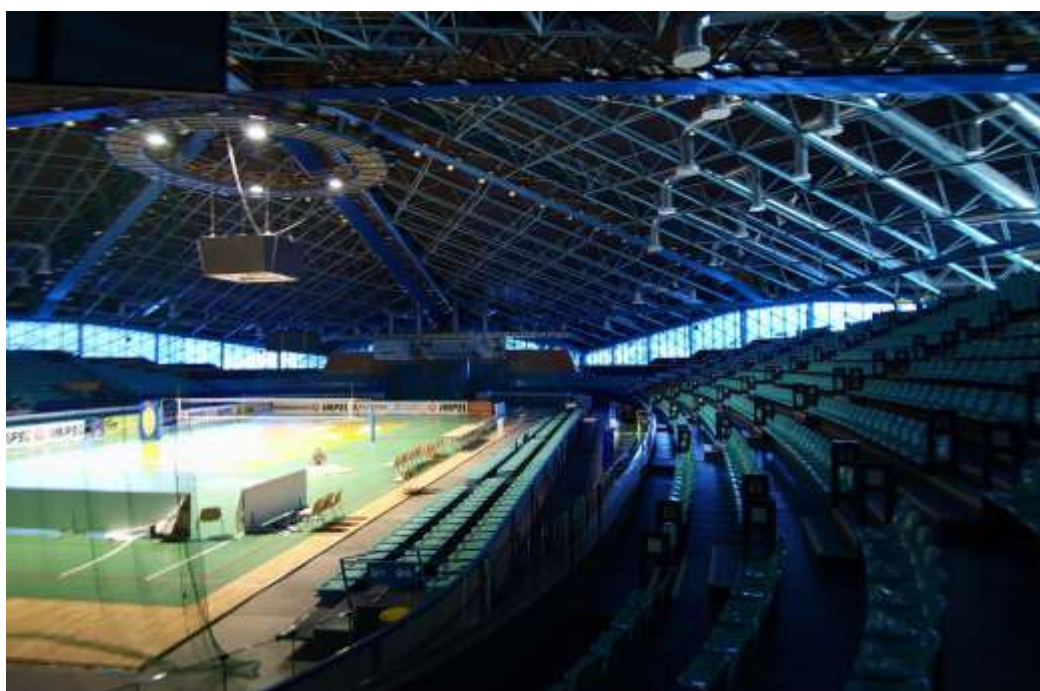
In case a Federation withdraws a pair/group from the Qualification Round, his place in the starting order will be taken by the next pair/group, regardless of the Federation.

In case of withdrawal of a pair/group, the FIG and the OC must be informed immediately; please use the form "Withdraw from start list" (Appendix 9).



4. Venue and halls

4.1 - COMPETITION VENUE DETAILS





Hala Orbita

Address: Wejherowska 34 str. 54-239 Wrocław

Telephone: (+48) 71 356 35 12

Website: www.spartan.wroc.pl

- Seating capacity: 3000 - 5000
- Floor area: 2500 square meters

The competition floor will be light blue and the back curtain will be dark blue.

Competition hall

Please see Appendices 2 for the plan of the general area and the Delegations' access zones as well as the allocation of the seating for the competition control personnel, VIPs, head of delegations, delegation members, media representatives, etc.

The competition area (Field of Play, FOP) will be 60 meters long and 45 meters wide (2'700 square meters). Please see Appendix 2 for the Delegation member's access.

4.2 - TRAINING AND WARM-UP HALLS DETAILS

The training and warm-up halls are also located in the Hala Orbita.

The warm-up area will be separated from the competition floor by a curtain.

The training hall will be located in the small hall, right next to the competition area.

A designated area connected to the Podium is referred to as the Waiting Area. It is only to be used by the competitors and their coaches of the next two starts. The area cannot be used by any other person. Competitors and coaches must follow the instructions of the officials.

Please see Appendix 2 for the plan of the general area and the Delegations' access zones.

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

5. Training format and programme

5.1 - EARLY TRAINING OPPORTUNITIES

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

5.2 - OFFICIAL TRAINING SCHEDULES

The official training schedules for the event are attached for your consideration (Appendix 4). The training schedules have been structured as follows:

Wednesday July 14th: 08:00 to 17:20

Thursday July 15th: 08:00 to 17:30

The training time will be as written in the training schedules.

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



6. Warm-up format

In days of qualifications and finals, warm-up and training will be given to the units (pair/group) competing in the respective categories.

Please refer to the attached schedule for more details (appendix 5).

7. Competition format and programme

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

7.1 - COMPETITION FORMAT

The competitions will be held in accordance with the 2010 FIG Technical Regulations including Section 5 for Acrobatic Gymnastic, Reg. 3.3

7.2 - QUALIFICATION ROUNDS

Based on the Definitive registration entries and in accordance with the FIG Technical Regulations, the gymnasts' drawing of lots (Appendix 3) was conducted in Chiba (Japan) on May 13, 2010. Registrations received in the FIG Office after the drawing of lots were not taken into consideration, i.e. the gymnasts will not be allowed to compete.

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

At the completion of the Qualification Rounds, a list of qualified pairs/groups in the various categories for the finals will be published and distributed to the Federations and entities concerned in their respective boxes.

7.3 - TEAM RANKING

The Team Ranking award will be announced after that last routine from the last pair/group of the qualification round (Sunday July 18th).

The team classification is established on the basis of the overall placings over the 3 exercises performed in Competition 1 by the declared team members.

For more information, please refer to Reg. 3.3.3 in Technical Regulations (section 5 – Acro)

The Head of Delegation must hand in the form "Confirmation of Participants in the Team Ranking" (Appendix 10) to the FIG staff at the Orientation meeting (maximum 3 pairs or groups with at least one pair and one group).

Changes are allowed until 24 hours prior to the start of the first qualification. The OC and the FIG has to be informed accordingly.

From 24 hours until the start of the qualification, no changes are allowed. The only exception would be in case of withdrawal of one pair/group previously announced in the Team Ranking. The OC and the FIG has to be informed immediately.



7.4 - FINALS

The best six/eight pairs/groups per category from the Qualifying Rounds will qualify to participate in the finals with a maximum of one unit per Federation per category (Reg 3.3 Technical Regulations 2010, Section 5).

In the event that a pair/group ranked for the final has to withdraw, the next ranked pair/group (reserve) will be the replacement. (But still respecting the regulation of one per country in a final.)

7.5 - COMPETITION SCHEDULES

The detailed time schedules for the competitions are enclosed (Appendix 5). All timings are subject to slight alterations (gymnasts should be prepared to compete 2 / 3 slots ahead and 2 / 3 slots later), however any major change will be announced to the participating Delegations.

8. Ceremonies

8.1 - OPENING CEREMONY

The Opening Ceremony will take place on Thursday July 15th 19:00 to 19:45 in Hala Orbita.

All delegation members are invited to be present at the Opening Ceremony.

Two gymnasts of each Delegation will be requested to march in. Further detailed information will be given during the Orientation Meeting.

8.2 - AWARD CEREMONIES

The awards ceremonies will be held as per the schedule enclosed and carried out in accordance with the FIG Regulations for Award Ceremonies. The competitors requested to attend the awards ceremonies are:

- pairs and groups and teams ranked 1st to 3rd

For the award ceremonies for the team ranking, all three pairs/groups in the teams are invited to attend.

Please ensure that your Federation's medalists are in time for the line-up prior to the ceremonies.

The medalists must appear in approved competition attire. Failure to observe this rule results in reduction of prize money by 50%.

Gymnasts who are absent without justifiable reason will be disqualified and the next ranked gymnasts will be awarded the medals.

8.3 - CLOSING CEREMONY

The Closing Ceremony will take place on Sunday July 18th, at 19:00 – 19:45 in Hala Orbita. All delegations are expected to be present for the closing ceremony.

9. FIG certified equipment

The FIG Certified manufacturer suppliers for these World Championships will be **Spieth**, light blue color.

Competition area: 1 competition floor.

Training area: 1 competition floor and 1 floor for stretching



Warm-up area: 1 floor
(see Appendix 2).

10. Judges' Panels, Superior Jury and Jury of Appeal

10.1 - JURY OF APPEAL

The Jury of Appeal will consist of two members of the Executive Committee (one acting as President) 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 will be nominated.

President	Member	Member
Michel Léglise	Attila Orsel	<i>to be named on site if required</i>

All appeals must be made in writing and submitted to the FIG Office.

10.2 - SUPERIOR JURY

The Superior Jury will consist of the Technical President Ms. Tonya Case as President of the Superior Jury and six ACRO-TC members as follows:

Member Technical Experts: Irina Nikitina and Karl Wharton

Member Artistry Experts: Raul Fonseca Correia and Wieslawa Milewska

Difficulty Experts: Rosy Taeymans and Li YanLing

10.3 - CHAIRS OF JUDGES' PANELS

The Chairs of Judges' Panels were drawn by the ACRO-TC during its meeting in Lausanne, November 2009.

The Chair of Judges' Panel will be:

Mrs. Carine PERIDY CHARLIER (FIG) WP and WG

M. Joao CARVALHO (FIG) MP, MxP, MG

10.4 - ARTISTRY AND EXECUTION JUDGES

All A and E Judges for the respective Qualification Rounds will be drawn by the TC ACRO and announced immediately prior to each session of competition.

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

Line judge(s) - will be drawn by the FIG Acrobatic Gymnastics TC before each competition from any judges not included in the panels officiating. For all draws, priority will be given to the highest ranked judges present at the competition.

Judges are requested to take with them the Artistry and technical judging form (20 copies of each form). Those forms are in appendix of this workplan and can be found on the FIG microsite dedicated to the event on the FIG website (www.fig-gymnastics.com). Failure to bring those copies will result in delegations having to pay the printed price to the OC.



11. Scoring

Swiss Timing will provide the official scoring equipment for these World Championships. The Swiss Timing equipment will be used for the data management of the start lists, scores and results. The IRCOS system will be available for the Difficulty Judges, as well as for the Superior Jury. The list of competitors and judges will be distributed before each competition. The results will be distributed in accordance with the Technical Regulations.

12. Tariff sheets

Normally tariff sheets are submitted during accreditation. In the rare circumstances where this is not possible, the absolute deadline for handing in the tariff sheets to the OC Office is Wednesday 14th July at 09:30.

Tariff sheets for Finals must be handed to the FIG office no later than 1 hour after the end of the qualifying competitions.

Tariff sheets not completed according to the rules will be penalized in accordance with the 2009 – 2012 CoP.

13. Inquiries

On publication of the Difficulty Score, any appeal for investigation is made at the very latest before the end of the next exercise that follows the release of a score.

The designated card holder for the federation of the competing gymnasts (TR 8.4) places the appeal card with the President of the Superior Jury or designated person.

- An appeal card must be delivered without verbal exchange.
- The display board will indicate that an appeal is being considered.
- The appeal card must be followed with a written explanation stating the basis for the appeal.
- The written request for inquiry must be delivered within 4 minutes after the placement of an appeal card, otherwise the appeal becomes obsolete.
- There is a fee for the appeal which increases with each appeal made by the Federation (TR 8.4).
- The placement of an appeal card becomes a contract to pay the appropriate fee to the General Secretary or delegate by the end of the competition.

If a resolution cannot be made before the start time of the next competitors' exercise, the calculated mark will be listed as 'provisional' and will be considered at the end of the round of competition and before any award ceremony.

The detailed procedure is laid down in the Code of Points.

See also §8.4 in the FIG Technical Regulations (Section 1)



14. Meetings and instructions

14.1 - ORIENTATION MEETING

The Orientation Meeting will be held on 14th July from 19:00 to 20:00 in Sofitel Hotel. Delegations are required to attend this meeting with a maximum of 2 accredited members per delegation, including the Head of Delegation or a substitute. **Please note that judges may not represent their Federation at the Orientation Meeting.** Important information about the organization of the World Championships will be given by the OC and the FIG. This meeting will be held exclusively in English. Participation is compulsory (see Technical Regulations, Section 1, Reg. 5.14). Unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation, to be paid to the FIG.

14.2 - JUDGES' MEETING AND INSTRUCTIONS

Each judge is required to be present at the Judges' meeting. Judges who do not participate in the judges' meetings/instructions will not be authorized to judge, will receive warnings and possibly other sanctions, including a financial penalty to the federation.

The Judges' meetings and instructions will be held in English only and they will take place as follows:

Wednesday July 14		Place
10:00	Meeting with the pre-appointed competition CJP's and DJs	Judge's room
14:00	Tariffing begins	
Thursday July 15		
09 :00-12 :00 After Judges meeting All day	Judges' meeting Judges instruction on the scoring system Tariffing continues	Judges' room Hala Orbita
Friday July 16		
1 hour before competition	Judges' briefing	Judge's room
Saturday July 17		
1 hour before competition	Judges' briefing	Judge's room
Sunday July 18		
1 hour before competition	Judges' briefing	Judge's room



14.3 - ACRO-TC VIDEO ANALYSIS

A continuous 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 for each discipline during the competitions and by analysis from videos (IRCOS) after the competitions by the Technical Committee. *See also FIG Specific Judges' Rules for Acrobatic Gymnastics.*

14.4 LONGINES TIMING INSTRUCTION

The Swiss Timing instruction will be held on the FOP as follows:

Thursday July 15- After Judges meeting on the field of play

14.5 – ROUND TABLE

A Round Table will be held on July 15th, from 13:00 until 18:00. The agenda topics presented will be technical matters.

For this reason, national federations are invited to send one or two coaches to the Round Table. Other delegation members will not be accepted.

Please see the registration form in the Appendix.

15. Doping controls

Under the supervision of the FIG, doping controls will be conducted by the Organizing Committee during these World Championships in accordance with the valid FIG-WADA Doping Control Regulations. The doping controls may take place at any time during the training, warm-up or competition times.

16. Prize money

The prize money will be allocated to the medalists in each of the categories as described below, once the results of the doping controls are known:

- Men's Pair, Women's Pair, Mixed Pair, Women's Group, Men's Group
 - Gold 1'500 CHF
 - Silver 1'000 CHF
 - Bronze 500 CHF
- Team (per Team)
 - Gold 2'500 CHF
 - Silver 1'500 CHF
 - Bronze 1'000 CHF

17. Summary of remaining deadlines

On-line Registrations	Closing Date
Nominative Registration	16 th June
Travel Schedule Form	16 th June
Publicity Form (not compulsory)	16 th June
Other deadlines	Closing Date
Payment of the accommodation costs (last 50%)	16 th June
Payment of the meal costs (last 50%)	16 th June



Registration for the round table	1 st July
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18. Financial provisions

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



PART III: OPERATIONS

1. Transportation

1.2 - INTERNATIONAL TRANSPORTATION

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

In case of heavily delayed or cancelled flights, please call +48 796 654 540

1.3 - LOCAL TRANSPORTATION

Delegations who will stay at one of the official hotels, who book their accommodation through the Organising Committee and who have filled in their travel schedule form by the deadline, will be provided with local transport from Wroclaw airport or train stations to the official hotels and back. This airport - hotel service will be organized by the Organising Committee.

A shuttle service will be available for the local transport of all accredited persons from the official hotels to the competition venue and to any other planned activities and back as needed.

The following entities will not be provided with any type of local transport; they will not be entitled to use the free OC transportation system and will be responsible to be in time for the different competitions, trainings, meetings, functions, etc:

- Non-accredited persons
- Accredited persons who will not stay at one of the OC official hotels
- Accredited persons who have not booked their accommodation through the OC
- Accredited persons who have not filled in their travel schedule form (arrivals and departures) by **16th June**.
- Accredited persons who chose not to arrive at one of the OC designated airport or train stations

1.4 - ARRIVAL

Upon arrival, the Delegations will be requested to make their way to meet with the OC personnel as follows:

Wroclaw airport :

Location: International arrivals hall
Operating dates: 13-15.07.2010
Operating hours: in accordance with the submitted arrivals schedule

Wroclaw railways stations:

Operating dates: 13-15.07.2010
Operating hours: in accordance with the submitted arrivals schedule

Upon receipt of the arrivals schedules, further instructions will be provided to the Delegations as required. The delegations' local transport to the Accreditation Center (and then to the official hotels) will be organized accordingly and based on the arrival information received. For



earlier or later arrival than described in 1.4, please contact directly the OC in order to discuss the local transportation possibilities

1.5 - SHUTTLE SERVICE

A shuttle service will be arranged for the local transport of all accredited persons from the official hotels to the competition venue (following the competition, warm-up, training, meeting and meal schedules) and to any other official activities and back as needed as follows:

- For Delegations staying at each official hotel, a shuttle bus service will be available. Depending on the traffic, 20 minutes will in principle be necessary to reach the venue

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

1.6 - DEPARTURE

Based on the information collected from the delegations, local transportation will be coordinated from the official hotels to the departure areas:

Wroclaw airport:

Operating date: 19-20.07.2010

Operating hours: in accordance with the submitted and confirmed departure schedules

Wroclaw railways stations:

Operating date: 19-20.07.2010

Operating hours: in accordance with the submitted and confirmed departure schedules

Each delegation will be asked to confirm the departure details of their members via the OC Office at accreditation. A detailed schedule for departures will be distributed via the Delegation mail boxes.

For earlier or later departures than described in 1.6, please directly contact the OC in order to discuss the local transportation possibilities.

2. Insurance

The Host Federation, the Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation.

The OC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the OC in writing in advance. The OC will subsequently offer insurance at the Federations own charge as follows: PLN 40.- per person / day.

3. Accreditations

3.1 - PROCEDURE

The Accreditation Centre (location: Hala Orbita) will be open as follows:

- July 13th: 10:00 – 22:00



- July 14th: 10:00 – 17:00
- July 15th: if needed 10:00 – 17:00

Accreditations will be distributed at the Accreditation Centre upon arrival of the Delegations. The FIG Accreditation Rules will be strictly applied, notably as far as the number of accreditations per federations is concerned. No further accreditations may be issued (for changes after the on-line nominative registration, please see the “Request for Accreditation Changes” appendix 12). Any additional person is considered as a spectator and must buy entry tickets. Accreditations will not be delivered unless all financial and insurance obligations have been met.

Accreditations for the World Age Group Competitions are not valid for the World Championships and vice versa.

3.2 - CONTROL AND DISTRIBUTION OF THE REQUIRED DOCUMENTS AND MATERIAL

Competitors will be requested to present to the OC their valid passport upon accreditation for proof of identity and control of Nationality. The competitors will furthermore be requested to present to the OC their FIG License (in addition to their valid passport, for those having already received their FIG licence) for further age control as well as for anti-doping purposes. Copies of the delegation member's valid passport will be made by the OC Please refer to the FIG licence rules for further information).

At accreditation, the Heads of Delegation must:

- make any necessary payments (insurance, accommodation, etc.)
- check the correct names of their complete Delegation
- verify the accommodation and meal requirements
- verify the return flight schedules
- hand in a CD with the music of their Federation national anthem (appendix 13)
- hand in their national flag (appendix 13)
- submit the tariff sheets

The **definitive** Work Plan and schedules will be given to the Head of Delegations upon accreditation.

3.3 - MUSIC FORMS

Upon arrival, the delegations must deliver two CDs to the Organising Committee as per the norms given in the FIG Code of Points.

The following information must be written on the CDs:

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

The Head of Delegation must sign the form (sent with the directives) on behalf of the competitor:

1. Approval of the technical criteria for playing the tape by the OC.



2. Confirmation that the music used does not violate any copyrights and that it can be broadcast within sports.

For training in the training locations, the competitors will have to bring their personal (third) copy of their music CDs.

3.4 - ACCREDITATION PRINCIPLES

The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines their right to access to the different zones (see Appendix 2).

The Field of Play, and other access zones, will be accessible only to accredited individuals according to the valid FIG Accreditation Rules.

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, warm-up and competition halls, the different functions and the official transport system of the Organising Committee. The accreditation card is also necessary to pass the security controls. If lost, a new accreditation card can be purchased for PLN 600. 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 their coaches and medical staff with transferable access card.

3.5 - PASSPORT PHOTOS

Together with the Nominative registration, the Delegations must forward one passport photo of each delegation member to the Organising Committee. The passport photos are accepted in digital format only and must be sent directly to the Organising Committee. The specification of the photo should be as follows:

- File format; .jpg, .jpeg or .tiff
- Dimensions; 210 pixels wide x 270 pixels high (portrait ratio 7:9)
- File name; NOC_Surname_Firstname (eg GBR_Smith_John.jpg)

Please forward the passport photo as soon as possible, but no later than June 25th. An earlier receipt would be much appreciated. If a photo has to be taken in Wroclaw because none has been sent, there will be a charge to the federation of 30 PLN per person.

3.6 - DELEGATION SEATING

The OC will reserve seats for the seating of the accredited delegation members in the venue (see Appendix 2). 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 OC.

4. Information desks

Information desks will be set up at the official hotels' lobbies from 08:00 to 12:00 from 13 to 19 of July .



5. Delegation boxes

Delegation mail boxes will be set up in the venue. All information regarding competition, warm-up, training, notification of meetings, transport, functions, results, start lists, as well as FIG and OC correspondences will be distributed via the delegation mailboxes.

A special “Mail Box” authority card will be issued to each Head of Delegation. This card must be shown by the Head of Delegations or their designated representative when collecting all information and results from their Delegation mail box. The Delegation member designated to collect the information from the Delegation mail box will be required to sign for information collected.

6. Farewell Banquet

6.1 - FAREWELL BANQUET

The OC will host a Farewell Banquet for all Delegation members (provided their accommodation was booked through the OC*) at the conclusion of the event on Sunday July 18th. This function will be held at the Sofitel Hotel from 21:00 to 02.00 . Access to this function will be by ticket only. A buffet meal will be served. The official results as well as the Federation’s relevant diplomas will be distributed during this banquet. The dress code for this evening will be casual. Music will be provided throughout the evening. The transport service for this function will be advised via the Delegation mail boxes.

** For those who have not booked their accommodation through the OC, tickets can be purchased at the OC office until July 16th. The price is PLN 300.*

7. Accommodation

7.1 - HOTEL PAYMENT

The OC will send, to the Federations who have booked and purchased accommodation in the official hotels, information on the accommodation plan, detailing all booking particulars and the final balance.

The final payment to the OC of the remaining 50% for all accommodation will be required by June 16th.

50 % of the payments made, will be reimbursed if cancelation was announced by June 1st at the latest. No reimbursement will be made if cancelation occur after June 1st.

Payment for the accommodation must be made by bank transfer to:

Payable to:	Klub Sportowy Akademickiego Związku Sportowego Akademii Wychowania Fizycznego we Wrocławiu
Address:	51-612 Wrocław, ul. . Paderewskiego 35
Bank:	ALIOR BANK S.A.
Sort Code:	ALBPPLPW
Account Number:	63 2490 0005 0000 4520 1872 8615
IBAN Number:	PL 63 2490 0005 0000 4520 1872 8615
Swift Code:	ALBPPLPW



Your federation must cover all bank fees in connection with the bank transfers. Please state the name of your federation, the contact person and the payment purpose on the transfer.

Failure to forward the payment by the required date will result in the reservations being cancelled and in the deposit payment being forfeited.

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

All extra hotel costs will have to be borne by the respective Federation (such as mini-bar, parking, paid TV movies, telephone calls, etc.). Any damages made to the hotel facilities will be the exclusive responsibility of the Delegation concerned.

7.3 - 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.

7.4 - 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.

8. Meals

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

8.1 - BREAKFAST

Breakfast will be included in the price of each of the hotels and will be available from 06:30 to 10:00 in each of the official hotels

8.2 - LUNCH

Lunch in the venue (Hala Orbita), available from 13 to 18 of July between 12.00 and 15.00 for Delegations who booked and paid before June 16th.

8.3 - DINNER

Dinner will be served in the hotels, for Delegations who booked and paid before June 16th and will be available as follows:

- **Hotel SOFITEL:** dinner available between 19:00 and 22.30
- **Hotel Orbis Wroclaw:** dinner available between 19:00 and 22.30
- **Hotel Orbis Mercury Panorama:** dinner available 19:00 and 22.30
- **Hotel Lothus:** dinner available between 19:00 and 22.30
- **Hotel Slask and Wiesniawa:** dinner available between 19:00 and 22.30

Dinners are offered in the hotel in which the respective Delegation is staying



8.4 - MEALS FOR JUDGES

Lunch boxes for officiating judges will be provided in the judges' room during the days of competition.

8.5 - MISCELLANEOUS

Mineral water will be served with all lunches and dinners organized by the OC, all other drinks will be at the respective Delegations' costs.

Delegations who have booked meals through the OC will receive their meals tickets upon accreditation.

Delegations with members who have allergies are requested to contact the OC in this matter as soon as possible (but no later than **June 16th**).

9. Medical Services

The OC is responsible for providing medical coverage and first-aid for injuries sustained in the competition hall, warm-up hall and training halls. Medical Centres with a team of doctors, nurses and physiotherapists will be available for all accredited persons during the competition, warm-up and training periods and will be open every day from half an hour before until half an hour after all activities. These centres will be equipped as follows: ice, treatment plinths (couches), emergency paramedic equipment, medical supplies and medicines.

The certified Delegation medical team, responsible for the corresponding Federation, may provide the necessary medical care for their Delegation members under the provisions of their own licensing and liability coverage. The OC will not provide team medical staff with medical credentials, hospital privileges, and/or liability coverage. Rooms to be used by the Delegation's own physiotherapist are available in booth at the venue; it will be necessary to notify the Organizing Committee beforehand.

In the case of emergency or medical treatment being required in the official hospital, or medical treatment for a Delegation without medical staff, the OC medical team will assist with the requests from the delegations.

Please refer to Appendix 11 for the Gymnast's Injury Report Form.

Ambulances will be available on site in case of need



PART IV: MARKETING

1. Media

A. Professional Medias

Each journalist, photographer, technician from any media must register via the FIG Media Manager portal at <http://www.fedintgym.com/mediamanager/> . Only Media representatives holding a professional press card will be accepted. The FIG decisions are definitive and cannot be appealed.

On site, Media representatives must clearly wear their press credential (**E – HB – RT** yellow colour code), delivered by the LOC.

B. Media representatives of the National Gymnastics Federations

The FIG grants one ES-F and one EP-P credential to Media representatives of the FIG affiliated Federations, **on request of the Federation only**. Applicants must register via the FIG Media Manager portal at <http://www.fedintgym.com/mediamanager/> , attesting in good faith and in writing the identity and the position of the Media delegates.

C. Biographies

The national Federations are responsible for the creation and update of the biographies of their gymnasts. On their arrival on site, all gymnasts will be requested to check their biographies.

D. FOP (*Field of Play*)

Interviews and mobile phones are **strictly** forbidden on the FOP.

E. Mixed Zone

The Mixed Zone will usually be located at the exit of the FOP, on the path to the locker rooms. During competitions, as well as podium trainings and qualifications, athletes must exit through the Mixed Zone. As they enter the Mixed Zone, journalists have the opportunity to collect flash quotes.

There is no obligation for the athletes to stop in the Mixed Zone, but co-operation with the press is most appreciated.

F. Training halls

The Media is welcome in the training halls, but kindly requested to remain in the designated area.

G. Warm up halls

This is a No Go Zone area. No access to warm up halls for Media at all.

H. Press conferences

Only in the case a press conference is planned, the participation for gymnasts is compulsory according to TR 2010, Reg. 4.11.14:

“At FIG events, federations are responsible for the proper and timely appearance of the medalists at press and media conferences. Gymnasts must appear in the press interview area as follows:

- | | | |
|-------------------------|--------|--|
| Acrobatic
Gymnastics | Pairs | • All medallists |
| | Groups | • World Champions only
• 1 representative from second and |



third team

Team

- Coach plus 1 of the medallists

Any federation which does not ensure that the athletes appear as stated above, at all official FIG events, will be fined immediately for each infraction.

The amount of the fine has been fixed by the Council in 2000 at CHF 2'000.-“

The cancellation of a Press Conference is the responsibility of the FIG Media Operations Officer.

In the case a gymnast was selected for doping control, he or she must, **prior the control**, attend the award ceremony **and** the press conference.

I. No Go Zone

The purpose of this policy is to ensure that photographers and cameramen respect a certain area in the FOP where they cannot enter. The limits of the area known as the “No Go Zone” will be clearly marked on the floor. Further No Go Zones will be decided by FIG, depending on the venue.

J. Award Ceremony

After the national anthem, gymnasts are requested to face all directions, together, to wave to the spectators and to allow the photographers to take pictures of all medallists.

K. Kiss & Cry corner

Gymnasts are kindly requested to proceed to the corner as quickly as possible. Coaches and choreographers are invited **NOT TO STOP** the gymnasts before they are seated in the K&C.

L. Gifts, leaflets, promotional material

Any kind of distribution of the above mentioned items to gymnasts, FIG Officials, Media, without written approval by FIG, is strictly forbidden.

M. Publicity

The FIG Advertising Rules for publicity on the attire and equipment must be strictly respected.

N. FIG Media contacts on site

<i>FIG Media on site</i>		
Ms Meike Behrensen	FIG Media Coordinator - Accreditation - Biographies	mbehrensen@fig-gymnastics.org
Ms Chantal Koller	Editing	
Mr Olivier Strebel	FIG TV Operations Officer (HB – RT)	ostrebel@fig-gymnastics.org
Mr Volker Minkus	FIG Official Photographer	agentur@minkusimages.de
<i>LOC Press Operations</i>		
Ms Ewa Szymczak	LOC Press Chief	press@pzg.pl



2. Press conferences

2.1 - OPENING PRESS CONFERENCE

An Opening Press Conference is not scheduled.

2.2 - PRESS CONFERENCES WITH THE MEDAL WINNERS

In case the LOC decides to hold Press Conferences with the medal winners, they will be held in the Press Conference Room as follows:

- July 17: immediately after the Award Ceremony for Mixed Pairs and Women's Groups. Participation is compulsory for all medal winners in MxP, whereas in WG only the Gold medal winning Group is requested to participate with all members. The Silver and Bronze medallists will send one representative of the Group.
- July 18: immediately after the Award Ceremony for Men's Groups, Women's Pairs and Men's Pairs. Participation is compulsory for all medal winners in MP, WP, whereas in MG only the Gold medal winning Group is requested to participate with all members. The Silver and Bronze medallists will send one representative of the Group.

The national track suit and the medal won will have to be worn by the athletes. Late or no participation in the Press Conferences with the medal winners will cause substantial fines as per Technical Regulations, Reg. 4.11.14. (see above).

3. Publicity



Please be aware that the **FIG Publicity Rules** on attire and equipment that have come into effect as of 1st January 2009 have been revised on February 1, 2010. Publicity on attire and equipment will have to be strictly respected. As the Code of Points foresee deductions should these rules not be respected, your Federation may therefore fill in the Publicity form on-line if deemed necessary at the very latest **June 16th** in order to have it approved (to be downloaded from the Intranet section to be accessed with your Federation login and password). The Publicity Rule Chart is available on the FIG website under "Rules" should you require additional information on this issue.

If needed, questions regarding clarification can be made to Philippe Silacci: psilacci@fig-gymnastics.org.

4. Television

A production of the finals will be guaranteed, the Host Broadcaster is TVP 3. The competitors will be requested to strictly follow the instructions of the organisers.

5. Cameras and video recording

All routines will be recorded on digital video cameras (IRCOS). **Personal video cameras and recording will therefore not be allowed in the competition hall** (including from the spectators' seating), with the exception of the Host Broadcaster's cameras, the IRCOS cameras and other cameras approved by the FIG. The official FIG IRCOS footages will be available (for sale) to all FIG member Federations from July 26th, 2010. Pictures can be made from the seats in the competition hall, but without flashes. In the training and warm-up halls, coaches can only make videos of their own team.



6. Sponsor activation area

Cirque du Soleil and Spieth will be represented.

7. Websites

- Official website: www.wroclawcup.pl

- FIG: www.fig-gymnastics.com

The FIG 2010 Wroclaw microsite will open approximately 4 weeks prior to the event.

8. Tourist information

8.1 - TICKETING

Requests for tickets for these World Championships are to be made directly to the OC (see Part I – 2.1).

Ticket prices are as follows:

Qualification Rounds: 10 PLN adult and 5 PLN under 18

- Finals: 10 PLN adult and 5 PLN under 18

FIG Member Federations can also access specially discounted tickets by contacting the OC.

8.2 - WEATHER IN WROCLAW IN JULY

- Average high: 20 - 25°C

- Daily mean: 18°C

- Average low: 10°C

8.3 - GMT

During the event, Wroclaw will be on Paris Standard Time (GMT + 1 hrs)

André Gueisbuhler
FIG Secretary General

Tonya Case
FIG ACRO-TC President



PART V: APPENDICES

Registration

- Appendix 1: Detailed Instructions for the on-line nominative registration

Sites

- Appendix 2: Plans of the competition venue and access zones

Draw & Starting order

- Appendix 3: Results of drawing of lots

Schedules

- Appendix 4: Training and warm-up schedules
- Appendix 5: Competition schedules

Competition

- Appendix 6: Tariff sheets
- Appendix 7: Inquiry form
- Appendix 8: Forms for judging, Artistry and Execution
- Appendix 9: Withdraw form
- Appendix 10: Confirmation of participants in the Team Competition

Misc.

- Appendix 11: Gymnast Injury Report Form
- Appendix 12: Request for Accreditation Changes
- Appendix 13: National Anthem and National Flag
- Appendix 14: Round Table – registration form
- Appendix 15: Control of medical certificate

Note: *Transportation schedules will be handed out on-site*