

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



GYMNASTICS FOR ALL MANUAL

2016 Edition



- Gymnastics for All Regulation
- World Gymnaestrada Regulation
- World Gym for Life Challenge Regulation (separate document. To be added later)

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SECTION 1 - GYMNASTICS FOR ALL REGULATIONS

1. INTRODUCTION

The International Gymnastics Federation (FIG) consists of affiliated/associated Federations and has a governance structure which is described in the Statutes.

The Gymnastics for All Committee (hereafter GfA C) is one of the FIG's management committees and consists of a President and six (6) members, of which two (2) are Vice-Presidents.

The function of the GfA C is ruled by the Statutes and these Gymnastics for All regulations.

These Regulations are subdivided into the following articles:

- Definition
- Strategic Principles (Vision and Mission of the GfA C)
- Policy
- Mandate and Methods of the GfA C
- Work Fields

2. DEFINITION

Gymnastics for All offers a variety of activities suitable for all genders, age groups, abilities, and cultural backgrounds. Gymnastics for All activities contribute to personal health, fitness and well being – physical, social, intellectual and psychological.

The focus of Gymnastics for All activities is Fun, Fitness, Fundamentals, and Friendship and can involve:

- Gymnastics with or without apparatus
- Gymnastics and Dance

Gymnastics for All can be showcased through either demonstration, performance (e.g. "World Gymnaestrada") or competitive team events (e.g. "World Gym for Life Challenge").

Gymnastics for All offers aesthetic experiences in movement for participants and spectators while providing the opportunity to focus on items that are of particular interest in a national and cultural context.

3. STRATEGIC PRINCIPLES

3.1 Vision

Gymnastics for All - bringing nations together through a world of movement and physical activity, contributing to global health, fitness and friendship

3.2 Mission of the GfA C

To improve the global awareness, quality and spread of Gymnastics for All through leadership, sharing of ideas, collaboration and the provision of advice, information, services and resources

Specifically the GfA C strives to significantly increase the quality and the number of:

- National Federations offering Gymnastics for All activities
- People of all ages, abilities and cultures participating in Gymnastics for All activities
- National Federations participating in FIG recognised Gymnastics or All activities.

4. POLICY

The FIG is committed to increasing active participation in, and development of, Gymnastics through their Gymnastics for All discipline.

Gymnastics for All is the foundation for all gymnastic disciplines, physical movement and sporting activities. Additionally, Gymnastics for All offers a world of movement opportunities for participants throughout life.

Gymnastics for All contributes to the health, fitness and wellbeing of all people without discrimination of any kind.

Through a global network of National Federations, the GfA C drives successful growth and development of Gymnastics for All through quality education, programmes, resources, communications, promotional activities and events.

Gymnastics for All activities and events will:

- Enhance development of the 'whole' participant
- Offer wide choice and include national traditions
- Encourage teamwork, fair play and solidarity - not individual performances or competition
- Reward participation as well as excellence
- Encourage lifetime participation in gymnastics
- Not require, or encourage, early identification, selection or specialisation of gymnasts
- Be a catalyst for collaboration between, and uniting of, people and nations.

5. THE MANDATE AND METHODS OF THE GFA COMMITTEE

- Reflect Gymnastic for All values
- Improve physical, social, intellectual and psychological well-being
- Recognise and value history and diversity of cultures
- Pursue quality and safety at all levels
- Provide leadership
- Build relationships and partnerships
- Collaborate, share and make effective use of resources
- Respond to local needs and conditions

The GfA C establishes and maintains contact, and exchanges experiences, with both Continental Unions and FIG Member Federations.

The GfA C is observing, reflecting and actively contributing to international development and monitoring the interests of the FIG in the field of Gymnastics for All.

The GfA C operates to a four-year business plan and budget that are part of the FIG's overall strategic plan and annual budgeting processes. The plan is reviewed and updated annually.

6. WORK FIELDS

The Business plan covers the areas of:

Policy and Strategy

Development and Education

Events

Marketing and Communication

SECTION 2 - WORLD GYMNAESTRADA REGULATIONS

1. PREAMBLE

The World Gymnaestrada is a world-wide, non-competitive FIG Gymnastics for All event held every 4 years, attracting the largest number of active participants of any FIG event.

Participation is for everybody, regardless of gender, age, race, religion, culture, ability or social standing.

The event is organised by a FIG Member Federation, in collaboration with a city and awarded by the FIG Council as stated in the Statutes.

The FIG Member Federation awarded by the FIG Council, acts as the organising body, establishing their own organising structure, including a Local Organising Committee (LOC).

This part of the Gymnastics for All Manual contains the World Gymnaestrada Regulations and, together with the formal agreement signed by the selected hosting FIG Member Federation, outlines the organisation for this event.

These regulations are written for both participating and organising FIG Member Federations.

The regulations can also be used for national and/or continental Gymnaestrada.

2. WORLD GYMNAESTRADA OBJECTIVES

The objectives of the World Gymnaestrada include:

- Promoting the value and diversity of Gymnastics
- Encouraging the growth of Gymnastics for All worldwide
- Providing incentives for meaningful work within FIG Member Federations
- Inspiring enjoyment in exercise and encouraging personal activity
- Demonstrating the unlimited possibilities of different ideas of Gymnastics for All
- Presenting the most recent findings and developments
- Bringing together gymnasts from all over the world as a contribution towards the friendship of nations
- Presenting the diversity of Gymnastics to a wider public

3. POWERS

The responsibility for the World Gymnaestrada rests with the FIG GfA C in cooperation with the appointed FIG Member Federation and their Local Organising Committee (LOC). The roles and responsibilities between these parties are detailed in the formal agreements established for the event.

The organising body is the hosting FIG Member Federation that is awarded the Hosting rights, by the FIG Council. This FIG Member Federation will establish a LOC. All legal and hosting obligations of the agreement are the responsibility of the elected FIG Member Federation. Where in this manual the term LOC is used, it shall, unless there is a specific provision to the contrary, be understood as including the appointed FIG Member Federation.

The implementation of the World Gymnaestrada shall be governed by the following:

- FIG Statutes
- Gymnastics for All Manual with the World Gymnaestrada Regulations
- The agreement signed between the hosting FIG Member Federation and the FIG
- FIG Media Rules
- FIG Advertising and Publicity Rules
- Medical Organisation of the FIG competition (only the section relating to Gymnastics for All)
- FIG Ethics code
- FIG Accreditations Rules
- FIG Host Broadcaster (HB) Obligations (only the section relating to Gymnastics for All)
- Guidelines for Head of Delegation (HoD) at FIG Gymnastics for All events

4. IMPLEMENTATION

4.1 Awarding of Hosting Rights for the World Gymnaestrada

The World Gymnaestrada is awarded by the FIG Council five years in advance and at the same time, the location of the event will be confirmed.

4.2 Frequency

The World Gymnaestrada will be held every fourth year on the odd-numbered year between World Gym for Life Challenge.

4.3 Duration

The World Gymnaestrada lasts seven days including the Opening and Closing Ceremonies.

4.4 Limitations

The World Gymnaestrada must not be held in conjunction with any other Gymnastics or cultural event (e.g. national gymnastics festival, exhibition etc.) and it must be non-competitive.

4.5 Language

The official language used for the World Gymnaestrada is English. At least two languages have to be used and the second must be one of the official FIG languages.

A third language is possible as it may have regard to the language of the organising country.

5. BID PROCEDURES

All FIG Member Federations will be invited to bid to host the World Gymnaestrada. This invitation will be sent 6 years before the event.

The bidding Federations will receive a questionnaire/bidding documents outlining all the requirements. A delegation (2 persons) from the FIG GfA C will visit the bidding Federations proposed host city for inspection.

All travel costs for these visits will be divided between the bidding Federations. The cost for the FIG GfA C delegations (single room, breakfast included) will be paid by the respective bidding FIG Member Federation.

Per diem for the FIG GfA C members will be at the charge of the FIG.

The FIG GfA C will present its conclusions and recommendations to the FIG Executive Committee and Council. The bidding FIG Member Federations will also have the possibility to present their bid at the appropriate FIG Council meeting. After these presentations the FIG Council will award the host FIG Member Federation.

All extra services or benefits that the bidding FIG Member Federation promises at the time of its bid or during the inspection visit, will be added into the agreement that is signed by the host FIG Member Federation and the FIG.

6. WORLD GYMNAESTRADA SCOPE AND PROGRAMME

World Gymnaestrada events shall include performances from the entire range of Gymnastics for All, exclusive of competitions. The event programme shall include the following:

6.1 Opening Ceremony



The Ceremony takes place on the first day of the World Gymnaestrada.

The Ceremony marks the beginning of a festive, cheerful World Gymnaestrada week and is attended by all participants of all participating FIG Member Federations.

6.1.1 Venue

The Ceremony can take place indoors or outdoors depending on local conditions.

An arena of approx. 7'000 m² (approx. 100m x 70m), which should have a spectator seating capacity of at least 25'000 including all active participants.

6.1.2 Content

The Ceremony programme should last for no more than two hours and should include the following elements:

The participants marching into the arena, each one led by their national flag. The marching order is determined by the alphabetical order of the dominant language of the host country, or English. Traditionally the host nation marches last

- The marching shall not exceed more than half of the time of the stipulated duration of the Ceremony
- The LOC shall provide national flags and name boards of identical size. It is strictly prohibited for participants to carry other flags, banners or publicity material. Special directives from the LOC will govern the marching and formations. These must have particular regard to local circumstances especially in relation to the welfare of the participants

- The official FIG flag, brought in by the FIG GfA C, together with the World Gymnaestrada flag and the National flag, both brought in by representatives of the LOC
- A FIG representative will give a welcome speech (maximum 3 minutes including translation)
- Opening of the World Gymnaestrada by a representative of the organising country, who will announce the official opening declaration established by the FIG
- The FIG flag, followed by the World Gymnaestrada flag, will be raised, accompanied by the official music/song of the World Gymnaestrada, composed/arranged by the LOC.
- The flag of the host nation will then be raised, as the country's national anthem plays.
- Opening performance specially created for the event and under the leadership of the LOC

Approval from the FIG GfA C is required for the content and/or any modification to the above opening ceremony elements

6.1.3 Working Group, Opening Ceremony

The LOC appoints a Working Group responsible for the coordination of the Ceremony. The FIG GfA C designates one of its Committee members to be part of this Working Group. This member has to be fully informed, in due time, about the idea, theme, content and management for the complete Opening Ceremony.

6.1.4 Working Group, tasks

The LOC's Working Group has to prepare:

- A detailed time schedule for the whole ceremony (two hours maximum)
- A detailed security plan approved by the city authorities
- A detailed weather contingency plan (for outdoor event)
- A detailed transportation plan
- Assembly area and activities for the participants before they march in
- A detailed plan for participants marching in
- A detailed plan showing where in the arena the federations should be located after the marching in
- A plan of how the participants, who for different reasons are not marching in, can join their federation in the arena
- Technical equipment for sound and light
- Broadcast and translation of the speech by the FIG representative and the Opening Declaration by the representative of the host country
- Procedures that will ensure protocols are respected concerning seating of official persons and the raising of the FIG, World Gymnaestrada and National flags
- Medical services in all venues
- An Opening Performance specially designed for the ceremony

6.2 Group Performances

Group Performances are designed to show the diversity of Gymnastics for All and involve most of the participants, both as performers and spectators.

Groups will comprise of no less than ten active performers with no maximum number being set. Performances are presented three times indoors with a maximum of either 10 or 15 minutes duration.

6.2.1 Venues

No less than eight performance areas located in sports or exhibition halls having a floor area of approx. 400 m² (approx. 20m x 20m) and at least one of them of approx. 600m² (approx. 30m x 20m). Each of them must have sufficient technical possibilities for sound and lighting and a tiered seating capacity of 1'000 spectators on grandstands. Whenever two or more areas are located in the same hall, soundproof walls shall separate areas optically and acoustically. All performance areas must have a backdrop and be equipped with a sufficient floor suitable for gymnastics.



6.2.2 Apparatus

The LOC must provide different kinds of gymnastics apparatus and in the official bulletins, will describe what apparatus will be available (brand, model and quantity).

The apparatus provided must be of a high and safe quality and the quantity will be based upon previous experience.

If an FIG Member Federation brings their own apparatus, they must pay for any transportation and possible import costs.

Any advertising or manufacturer's name on the apparatus must be covered if it conflicts with LOC official supplier(s).

The LOC will provide sufficient storage facilities and if there are any costs related to this, they must be paid by the respective FIG Member Federation.

6.2.3 Working Group, Group Performances

The LOC appoints a Working Group responsible for coordinating the Group Performances. The FIG GfA C designates one of its Committee members to be part of this Working Group. This member has to be fully informed, in due time, about the idea, theme, content and management for the Group Performances.

6.2.4 Working Group, Tasks

The LOC's Working Group has to prepare:

- Venues (floors, grandstands and technical equipment, etc)
- A detailed security plan approved by the city authorities
- Gymnastics apparatus to be available for use in the different halls.
- Medical services in all venues
- Information to the FIG Member Federations, before the Provisional Registration, about
 - Performance area dimensions
 - Floor construction and surface material data
 - Grandstand arrangement
 - Entry and exit routes to and from the performance area
 - Waiting areas for performers
 - Apparatus available
 - Technical features

Every Federation will receive a draft schedule of their own performances and the allocations at least two months before the World Gymnaestrada.

6.3 Large Group Performances

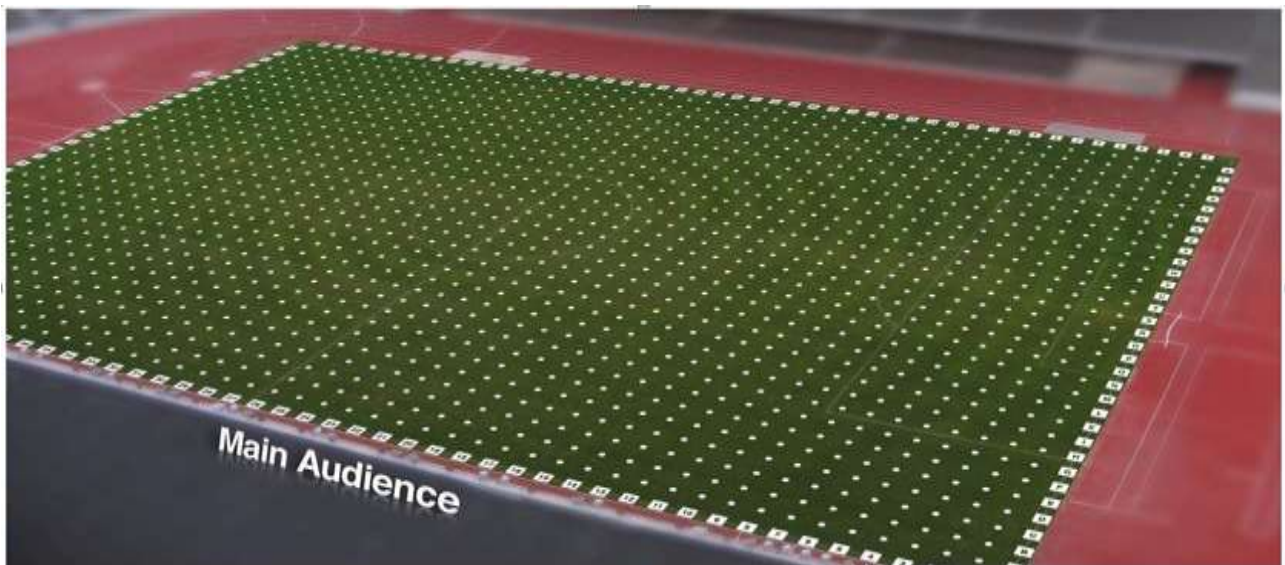
Large Groups will comprise of no less than 200 active performers. Performances will be presented three times.

Two or more participating FIG Member Federations may join together to form one Large Group.

A Large Group Performance will be a maximum of 15 minutes.

6.3.1 Venue

The arena can be indoors or outdoors depending on local conditions and should be approx. 7'000 m² (approx. 100m x 70m) with ground markers at 2 metre intervals.



The arena must have sufficient technical resources for sound and lighting and a seating capacity for at least 4'000 spectators on grandstands.

The arena should preferably be walking distance from the other performance areas so that participants and spectators can easily attend.

The same venue as the opening ceremony can be used depending on local facilities.

6.3.2 Apparatus

The LOC must provide different kinds of gymnastics apparatus and in the official bulletins, will describe what apparatus will be available (brand, model and quantity).

The apparatus provided must be of a high and safe quality and the quantity will be based upon previous experience.

If an FIG Member Federation brings their own apparatus, they must pay for any transportation and possible import costs.

Any advertising or manufacturer's name on the apparatus must be covered if it conflicts with LOC official supplier(s).

The LOC will provide sufficient storage facilities and if there are any costs related to this, they must be paid by the respective FIG Member Federation.

6.3.3 Working Groups, Large Group Performances

The LOC appoints a Working Group responsible for coordinating the Large Group Performances. The FIG GfA C designates one of their Committee members to be part of this Working Group. This member has to be fully informed, in due time, about the idea, theme, content and management of the Large Group Performances.

6.3.4 Working Group, Tasks

The LOC's Working Group has to prepare:

- Venue (field, grandstands and technical equipment, etc)
- A detailed security plan approved by the city authorities
- Gymnastics apparatus to be available for use on the field
- Medical services in all venues
- Information to the FIG Member Federations, before the Provisional Registration, about
 - Performance area dimensions
 - Type of surface
 - Markings
 - Grandstand arrangement
 - Entry and exit routes to and from the performance area
 - Waiting areas for performers
 - Apparatus available
 - Technical features.

Every Federation will receive a draft schedule of their own performances at least two months before the World Gymnaestrada.

6.4 National Performances

An FIG Member Federation can apply to stage a National Performance. If approved by the FIG GfA C, that FIG Member Federation can present its Gymnastics for All Performance.

These events are designed to give participating FIG Member Federations an opportunity to present the range of Gymnastics for All activities, blended with folklore and characteristics, applicable to their Nation. Two or more FIG Member Federations may join together to present a single National Performance. A National Performance should be a maximum of 1 ½ hours.



A special agreement will be established between the LOC and the FIG Member Federation(s) staging a National Performance.

In case of more than one FIG Member Federations taking part in a single National Performance, one has to be appointed as the main federation responsible for this Performance and to sign the agreement.

This should include:

- Ticket prices and revenue from the ticket sales
- Free tickets, including VIP seating allocations
- Location, including equipment (apparatus and technical)
- Advertising and promotion
- Rehearsal and performance schedule

After the FIG and LOC's confirmation of participation, and before the Provisional Registration, the agreement has to be signed by both parties.

6.4.1 Venue

The National Performances will take place in an indoor arena of approx. 800 m² (approx. 40m x 20m).

Depending upon the request, a second indoor arena of the same size might be needed.

Both arenas must have sufficient technical resources for sound and lighting and a seating capacity for at least 4'000 spectators on grandstands. The second arena may have less seating capacity.

The arenas should preferably be walking distance from the other performance areas so that participants and spectators can easily attend.

6.4.2 Apparatus

The LOC must provide different kinds of gymnastics apparatus and in the official bulletins, will describe what apparatus will be available (brand, model and quantity).

The apparatus provided must be of a high and safe quality and the quantity will be based upon previous experience.

If an FIG Member Federation brings their own apparatus, they must pay for any transportation and possible import costs.

Any advertising or manufacturer's name on the apparatus must be covered if it conflicts with LOC official supplier(s).

The LOC will provide sufficient storage facilities and if there are any costs related to this, they must be paid by the respective FIG Member Federation.

6.4.3 Working Group, National Performances

The LOC appoints a Working Group responsible for coordinating the National Performances. The FIG GfA C designates one of their Committee members to be part of this Working Group. This member has to be fully informed, in due time, about the organisation of the National performances.

6.4.4 Working Group, Tasks

The LOC's Working Group has to prepare:

- Venues (arena, grandstands and technical equipment, etc)
- A detailed security plan approved by the city authorities
- Gymnastics apparatus to be available for use in the arena
- Medical services in all venues
- Information to the FIG Member Federations, before the Provisional Registration, about
 - The halls allocated for the performance
 - Performance area dimensions.
 - Floor construction and surface material data
 - Entry and exit routes to and from the performance area
 - Grandstand arrangement
 - Waiting areas for performers
 - Apparatus available
 - Technical features.

Every Federation will receive a schedule of their own performances before the Provisional Registration.

6.5 FIG Gala

This is an event in which the FIG presents the diversity of Gymnastics for All and its interpretation by the FIG.

The FIG Gala is designed with selected groups from different FIG Members Federations and should be a maximum of 1 ½ hours.

6.5.1 Choreographer

Two and a half years prior to the World Gymnaestrada, the FIG Gala Choreographer is proposed by the LOC and appointed by the FIG GfA C.

The FIG GfA C designates one of its Committee members to work together with the appointed FIG Choreographer.

The Choreographer, together with the FIG GfA C representative, is responsible for the idea, theme, concept and management of the FIG Gala and will select the participating groups at least 14 months prior to the World Gymnaestrada. The Choreographer may be supported by assistants to coordinate the FIG Gala.

6.5.2 Venue

The FIG Gala should be shown in an indoor arena of approx. 800 m² (approx. 40m x 20m).

The arena must have sufficient technical resources for sound and lighting and a seating capacity for at least 4'000 spectators on grandstands.

The arena should preferably be walking distance from the other performance areas so that participants and spectators can easily attend.

The same venue as National Performances can be used depending on local facilities.

6.5.3 Apparatus

The apparatus provided must be of a high and safe quality and the quantity will be based upon the requirements of the Choreographer.

If an FIG Member Federation brings their own apparatus, they must pay for any transportation and possible import costs.

Any advertising or manufacturer's name on the apparatus must be covered if it conflicts with LOC official supplier(s).

The LOC will provide sufficient storage facilities and if there are any costs related to this, they must be paid by the respective FIG Member Federation.

6.5.4 Working Group, FIG Gala

In addition to the Choreographer and the designated FIG GfA C members, the LOC may appoint a Working Group to assist with the coordination of the FIG Gala.

6.5.5 Working Group, Tasks

The LOC's Working Group has to prepare:

- Venue (arena, grandstands and technical equipment, etc)
- A detailed security plan approved by the city authorities
- Gymnastics apparatus to be available for use in the arena.
- Medical services in all venues
- Information to the participating FIG Member Federations, before the Provisional Registration, about:
 - The hall allocated for the FIG Gala
 - Performance area dimensions
 - Floor construction and surface material data
 - Entry and exit routes to and from the performance area
 - Grandstand arrangement
 - Waiting areas for performers
 - Apparatus available
 - Technical features



6.6 Closing Ceremony

The Ceremony takes place in the afternoon of the last day of the World Gymnaestrada and marks the ending of a festive, cheerful week. The Ceremony is attended by all participants of all participating FIG Member Federations.

6.6.1 Venue

The ceremony can take place indoors or outdoors depending on local conditions.

An arena of approx. 7'000 m² (approx. 100m x 70m), which should have a spectator seating capacity of at least 25'000 including all active participants.

6.6.2 Content

The Ceremony programme should last for no more than 1 ½ hours and should include the following elements:

- Performances by Large Groups specially appointed for this event. Other performances may also be included. The FIG GfA C in agreement with the LOC will determine the definitive programme
- Closing speech by the President of the Organising FIG Member Federation or the LOC (maximum 3 minutes including translation)
- Closing speech by the FIG representative (maximum 3 minutes including translation)
- Lowering of the National flag to musical accompaniment
- Lowering of the FIG and World Gymnaestrada flags to musical accompaniment
- A welcome performance by the FIG Member Federation that has been awarded the next World Gymnaestrada. This performance should not be longer than 10 minutes and should be included in the total ceremony time of 1 ½ hours

Any modification of the above programme requires the approval of the FIG GfA C.

6.6.3 Working Group, Closing Ceremony

The LOC appoints a Working Group responsible for coordinating the Closing Ceremony. The FIG GfA C designates one of its Committee members to be part of this Working Group. This member has to be fully informed, in due time, about the idea, content and management for the complete Closing Ceremony.

6.6.4 Working Group, Tasks

The LOC's Working Group has to prepare:

- A detailed time schedule for the whole event (1 ½ hours maximum)
- A detailed security plan approved by the city authorities
- A detailed weather contingency plan (for outdoor event)
- A detailed transportation plan
- A detailed plan showing where in the arena the federations should be placed
- Sound system and translation of the speeches by the LOC/hosting Federation and the FIG representative
- Procedures that will ensure protocols are respected concerning seating of official persons lowering of the flags, as well as the handing over of the FIG flag to the next LOC of the World Gymnaestrada
- Medical services in all venues
- A Closing Performance by Large Groups specially appointed for this event ending with the welcome performance from the next host FIG Member Federation

6.7 Side Events and Leisure Activities

Special side events and leisure activities can be organised for the participants and could include any of the following:

- city festival
- stage productions
- concerts
- exhibitions
- visit to amusement park, zoo, botanical garden, museum, swimming pool etc.
- sightseeing

These activities may be coordinated directly by the LOC or assigned to an official partner.



6.8 Complementary Events added to the Scope and Programme

Complementary events may be included as long as they do not add any days to the event or include any elements of competition. Any events also require the approval of the FIG GfA C via consultative process. The purpose, content and funding for any such proposal should be agreed between the LOC and the FIG GfA C, prior to any promotion, announcement or implementation.

7. PARTICIPATION, REGISTRATION AND PAYMENT

7.1 General

Participation in the World Gymnaestrada is for everybody, regardless of gender, age, race, religion, culture, ability or social standing

Registrations must be made by the FIG Member Federation through the dedicated registration system and will not, in any circumstance, be accepted unless coming through the FIG Member Federation.

7.2 Responsibility and supervision

There are no age restrictions for participation in the World Gymnaestrada. However, each FIG Member Federation, with its Head of Delegation (HoD) is fully responsible for the supervision and welfare of all participants for the entire duration of the event.

The LOC must be aware that participants with disabilities may require a higher degree of assistance.

The LOC must clearly and in due time inform the participating FIG member federations about national laws and regulations that may affect the participants and this must be respected.

7.3 Participation Possibilities

The following participation possibilities will apply:

Programme Item	Maximum Duration	Maximum Number of Performance Units per FIG member Federation	Comments
Opening Ceremony	2 hours	Not applicable	
Group Performances	10 or 15 minutes	15 units	
Large Group Performances	15 minutes	4 units	
National Performances	1 ½ hours maximum	Not applicable	
FIG Gala	1 ½ hours maximum	Not applicable	See registration procedures
Closing Ceremony	1½ hours	Not applicable	

The LOC, in agreement with the FIG GfA C, may admit additional groups depending on the total number of applications received.

Each FIG Member Federation will decide the performance duration, either 10 or 15 minutes, for each of their Group Performances. This information will be confirmed at the time of registration to the LOC via the online registration.

8. REGISTRATION PROCEDURE

The registration will be done via the dedicated platform. The invitation, the forms and the Bulletins will be on both the FIG Intranet site and the LOC site. Only FIG Member Federations have access to this information.

The following is an overview of the registration procedure.

8.1 Invitation

Three years prior to the World Gymnaestrada, the FIG and LOC will jointly invite the FIG Member Federations to participate. Two months later, the FIG Member Federations should receive the first Bulletin with local information, an outline of the costs and an overview of the proposed event programme.

8.2 Notification of interest and registration for the FIG Gala

Two years prior to the World Gymnaestrada, the FIG Member Federations must inform the FIG and the LOC of their interest in participating in the World Gymnaestrada. At the same time FIG Member Federations must apply to participate in the FIG Gala.

8.3 Notification of participants

One and a half years prior to the World Gymnaestrada, notification of the expected number of participants and units for Group Performances and Large Group performances must be done.

At the same time FIG Member Federations must apply for a National Performance, if relevant.

8.4 Confirmation

Before the Provisional Registration the LOC, in agreement with the FIG GfA C, should inform the FIG Member Federations about the following:

- Number of Group Performance and Large Group Performance units
- Groups admitted to the FIG Gala
- Approval of a National Performance

8.5 Provisional Registration

One year prior to the World Gymnaestrada, the Provisional Registration must be submitted to the FIG and the LOC and include:

- Total number of participants
- Number and information about participants with special needs
- Group Performances: number of required units, expected number of active participants per unit and length of the performances (10 or 15 minutes)
- Large Group performances: number of required units, expected number of active participants per unit (minimum requirement 200 active participants)

- National Performances

8.6 Definitive Registration

Six months prior to the World Gymnaestrada, the Definitive Registration must be sent to the FIG and the LOC. The official form must be used.

Together with the Definitive Registration the FIG Member Federations must pay a deposit of 50% of the cost for the Participant Cards to the LOC.

Two months prior to the World Gymnaestrada the final payment is to be made. This should be according to the actual number of participants. All deposits made will be taken into account in this transaction.

If the actual number of participants is reduced by more than 10% below the number of Definitive Registrations, 90% of the number of Definitive Registrations will be taken into consideration for payment purposes.

Accommodation, meals, tickets etc. should also be paid in full no later than two months prior to the World Gymnaestrada.

If a Definitive Registration entry is cancelled two months or more before the World Gymnaestrada, 50% of the deposit shall be reimbursed. If the cancellation is less than two months before, there shall be no reimbursement.

By accepting payment for the Participant Cards the LOC is responsible for delivering what is promised. In case of any claims from FIG Member Federations, these should be forwarded to the LOC.

9. PROGRAMME AND TIMETABLE

Every Federation will receive a draft schedule of their own performances at least two months before the World Gymnaestrada.

The published version of the Participant Guide, with the overall schedule will be issued to the Head of Delegation at the time of accreditation.

9.1 Overall Timetable and scheduling

The timetable for each World Gymnaestrada will be drafted by the LOC in consultation with the FIG GfA C in accordance with the following rules:

- The duration of the World Gymnaestrada is seven days
- There should be no events belonging to the official programme of a World Gymnaestrada that precede the Opening Ceremony
- Overlapping of National Performances with Group Performances and/or Large Group performances should be avoided as far as possible. The National Performances can be shown more than once
- On the evening of the second last day of the World Gymnaestrada the FIG Gala shall be shown. No other National Performance or other performances should be scheduled at the same time. The FIG Gala can be shown more than once.



This is an example taken from the 2015 edition.

The LOC is responsible for the whole event schedule and the drawing-up of the various performances times and location.

9.2 Scheduling Group Performances and Large Group Performances

Group Performances and Large Group performances will be shown three times. Overlapping of Group Performances and Large Group performances should be avoided as far as possible.

10. FINANCES

The LOC has the following financial obligations:

10.1 All expenditures

The LOC is responsible for all financial undertakings and the full underwriting of all expenditure involved in the organisation and staging of the World Gymnaestrada.

10.2 Budget

The development of an initial financial plan/budget three years prior to the World Gymnaestrada and this must be presented to the FIG GfA C. The initial plan/budget must include the price for the Participant Card, accommodation, breakfast, and meals

The submission of a final budget to the FIG GfA C. one year prior to the World Gymnaestrada.

For the National Performances a separate agreement must be made between the LOC and each FIG Member Federation staging a National Performance. This should be done no later than one year prior to the World Gymnaestrada. The agreement must be approved by the FIG before being sent to the FIG Member Federation.

For the FIG Gala a separate budget must be made. Ticket sales, less any government taxes, will equal the net ticket sales income. The final figure for the net ticket sales income should be apportioned as 60% to the LOC (to cover hall, staff and organisation costs) and 40% to the FIG (towards the planning and implementation of the FIG Gala).

This budget must be kept updated between the LOC, the designated FIG GfA C member and the FIG office and all parties must be regularly informed of any changes/new items to be included in this budget.

10.3 Participant Card

The LOC is responsible for the distribution of a Participant Card to each participant in the World Gymnaestrada. This card provides free entry to all events during the World Gymnaestrada week with the exception of National Performances and the FIG Gala. The price of the Participant Card is stipulated in the agreement signed between the FIG and the organising FIG Member Federation. The price also includes the Participant Guide and the transportation during the World Gymnaestrada week.

The Participant Card at the World Gymnaestrada is the same as the Accreditation Card at other FIG events and follows the FIG Accreditation rules.

Participants are:

The whole delegation of each participating FIG Member Federation including Head of Delegation, President of the National Gymnastics Federation, Delegation Manager, Delegation staff, Group Leader/coach, Gymnast, Medical staff, Exhibitors, and Visitor/spectator and receiving the same services.

10.4 Ticket prices

The LOC will determine the prices of entry to all the events having regards to local knowledge and this will be decided in consultation with the FIG GfA C. The prices must be confirmed 1½ years prior to the World Gymnaestrada.

10.5 Accommodation and meal costs

The LOC is responsible for providing accommodation and meals for the participants at reasonable prices to be paid by the participants, in addition to the payment of the Participant Card. These fees may be advised at the point of bidding for the right to host the event.

LOC in consultation with the FIG GfA C will decide the price of accommodation and meals.

10.6 Local transportation service

The LOC is responsible for all the local transport service arrangements within the whole area.

The cost of this service will be included in the cost of the Participant Card.

Arrival/departure transportation is not to be included in this service.

10.7 Joint meetings with the FIG GfA C

The LOC is responsible for the organisation and total cost for three preparatory meetings, between the LOC and the FIG GfA C.

The LOC must pay the GfA C members travelling expenses, accommodation (single room including breakfast) for a minimum of three nights per meeting and FIG pays the per diem rate.

10.8 Working Group meetings

For any other Working Group meeting the cost for the GfA C members will be split between the LOC and the FIG. (LOC pays accommodation (single room including breakfast) and FIG pays the travel expenses and per diem rate).

All decisions about FIG GfA C member participation in Working Group meetings are made by the President of the FIG GfA C and based on the approved budget for this event.

10.9 FIG authorities costs during the event

The LOC must pay the travelling expenses, hotel cost (single room with breakfast) for members of the FIG authorities (President, Secretary General and members of FIG Gymnastics for All Committee) as well as providing a free transport service for them during the seven days of the World Gymnaestrada.

Detailed information can be found in the FIG Accreditation Rules. The members of the FIG Gymnastics for All Committee will arrive at least three days prior to the event and the cost for that must be covered by the LOC. This will also extend to any Committee Members staying no more than one day after the Closing Ceremony.

Cost of travel is subject to negotiation between the LOC and FIG.

The LOC must organise dedicated free arrival/departure transportation for all FIG accredited persons working for the event. For any accompanying person, a fee may be applied.

The LOC must prepare and issue a VIP accreditation to the above mentioned FIG authorities, giving them the right to enter all venues and events (with reserved seats).

Any other FIG Executive Committee member or Honorary Member must also be provided with a complimentary VIP Accreditation, including access to the free transport service for seven days. Detailed information can be found in the FIG Accreditation Rules.

10.10 Fees to the FIG

The LOC will pay the following fees to the FIG:

- A percentage of the gross revenue from ticket sales
- A percentage of the net revenue from the FIG Gala ticket sales
- 12 % of the cost effectively paid by each participant (Participation Card)

The percentages, not shown above are to be found in the agreement signed by the FIG and the FIG Member Federation awarded the hosting rights for the World Gymnaestrada.

At the latest six months after the World Gymnaestrada the LOC should submit a final general account to the FIG, together with a final report.

11. ACCREDITATION AND PROCEDURES

Participant Cards are compulsory for everyone involved in the World Gymnaestrada.

These Participant Cards (for FIG and the LOC) include the same rights and responsibilities as described in the respective section of the current valid FIG Accreditation rules.

The LOC is responsible for preparing and providing the cards.

Media representatives will be accredited via the FIG Press Officer as per the dedicated procedures in force.

Individuals with a FIG VIP accreditation will have access to all events during the day, to the Gala and any National Performances, transportation and to the VIP area.

11.1 Procedures

At the time of the accreditation, the HoD is responsible for:

- Making sure that all financial obligations toward the LOC are settled
- Providing evidence of health insurance (illness, accident and repatriation), e.g. photocopy of the valid insurance policy
- Verifying the Participant Cards, accommodation, meal, tickets and other service requirements
- Checking and confirming the transfer on departure day

12. APPARATUS

The LOC must provide different kinds of gymnastics apparatus and in the official bulletins, will describe what apparatus will be available (brand, model and quantity).

The apparatus provided must be of a high and safe quality and the quantity will be based upon previous experience.

At the World Gymnaestrada only gymnastics apparatus approved by the FIG will be provided. If apparatus not mentioned in the FIG Apparatus norms is to be used, it must be of a high standard and approved before the event by the FIG GfA C.

12.1 Storage of brought apparatus

If an FIG Member Federation brings their own apparatus, they must pay for any transportation and possible import costs.

The LOC will provide sufficient storage facilities and if there are any costs related to this, they must be paid by the respective FIG Member Federation.

Any advertising or manufacturer's name on the apparatus must be covered if it conflicts with LOC official supplier(s).

13. BULLETIN, OFFICIAL GUIDE

The LOC is responsible for the five (5) Information Bulletins that are sent to the FIG Member Federations. The timetable for distribution is decided by the FIG GfA C and they must approve the content of each Bulletin before distribution.

The LOC is also responsible for the Participant Guide, which all participants receive together with their Participant Card. The following should be included in the Participant Guide:

- Welcome word from the FIG, the LOC and local authorities
- Overall performance schedules
- Chronological performance schedule
- Performance schedule organised by venues
- Presentation of the LOC and FIG GfA C
- Participating nations
- Venue information
- Transportation information
- City map with the venues located
- Other practical information.

The LOC can add more information.

The Bulletins will be published on both the LOC and the FIG platforms.

A Federation version of the bulletin including all financial aspect of the World Gymnaestrada will be published on both the FIG administration platform as well as the LOC intranet page.

For the public websites, the LOC can produce the same bulletin but without any financial information included.

14. INFORMATION MEETINGS

The FIG GfA C, together with the LOC, will stage at least two official Information meetings on site in the years leading up to the World Gymnaestrada. All FIG Member Federations will be invited, the dates and organisational details for these meetings will be determined by the GfA C in consultation with the LOC. Details will be communicated to all FIG Member Federations according to the agreed organisational schedule.

15. LOGISTICS - ACCOMMODATION, CATERING AND TRANSPORTATION

15.1 School accommodation or similar

For the majority of participants, class rooms in schools will be made available as group quarters. If other locations in the school are to be used for accommodation, this must first be approved by the FIG-GfA C. The LOC may, as an optional service, refer participants to different types of accommodation such as hotels, youth hostels, youth guest houses, private quarters, or camping sites.

15.1.1 Location

A maximum of 30 minutes walking distance or a maximum of 30 minutes travel by public transport. If this is not feasible a shuttle service must be organised.

15.1.2 Costs

The cost for accommodation is not included in the Participant Card. Breakfast should be included in the accommodation cost.

15.1.3 Capacity per classroom

One classroom (70m² = 12 persons) = approximately 6m² per person. Participants should be assigned to their accommodation in classrooms by their delegation managers.

15.1.4 Sanitary facilities, minimum requirements

1 shower per 12 persons.

1 washbasin per 6 persons.

1 toilet (seat type) per 12 persons.

If the requirements are not met within the accommodation, portable alternatives must be placed in the immediate surroundings of the accommodation and within short walking distance.

15.1.5 Sleeping accommodation

The LOC may, as a discretionary service, supply bedding, air mattresses, and blankets for sale or rent.

All schools should feature

- Rooms for meetings (e.g. delegation managers)
- Catering facilities (drinks and snacks)

- Guards and security personnel (round-the-clock-service)
- First-aid service
- Daily cleaning
- Daily refuse collection
- Emergency repair service for sanitary facilities, etc.

The LOC may also, as a discretionary service, supply access to internet services at affordable rates.

15.1.6 Allocation of schools

As soon as possible, but no later than, eight months before the World Gymnaestrada, the LOC should inform participating FIG Member Federations about the preliminary decision concerning the schools allocated to them and the capacity of the school. The final allocation is done after the Definitive Registration.

Training facilities: If possible the LOC should provide the participating FIG Member Federations with extra training facilities at the schools.

15.2 Catering



The area for catering should be an indoor facility, which has the capacity to cater for a large number of participants at any one time. Consideration must be given to efficient serving and the flow of participants entering and exiting the area whilst also providing a relaxed and friendly atmosphere where participants can enjoy their meal.

15.2.1 Costs

The cost for breakfast is included in the accommodation cost. The cost for a hot meal is not included in the Participant Card or the accommodation cost.

15.2.2 Breakfast

Breakfast should be served in the accommodation or close to the accommodation.

Minimum to be provided: Two drinks (one cold and one hot) bread, butter, jam, sliced cheese and fruit. The breakfast has to be brought to the participants fresh every morning.

15.2.3 Hot meal

At least one hot meal is served every day, within the World Gymnaestrada catering area. Every day, at least two different menus are to be provided of which one should be vegetarian. It must be a complete hot meal with potatoes, rice or pasta together with meat or fish and vegetables.

A complete vegetarian meal has to be available and it can be one of the two meal options offered daily. Daily menus have to be different each day to ensure variety. Water must be served with all meals and should be included in the cost.

Beverage costs: non-alcoholic beverages should be sold at a lower price than alcoholic drinks.

15.3 Transportation

During the World Gymnaestrada the different transportation needs are of vital importance and the participants must have access to adequate local transportation within the whole area.

The transfer between arrival locations (e.g.: airport, train stations) and accommodation (e.g.: schools) has to be well organised. Also transportation during the World Gymnaestrada week has to be organised so that the participants can reach their accommodation and all the venues. The transportation has to be estimated for the number of participants and has to be operated in a safe way.

15.3.1 Cost

The cost for local transportation is included in the Participant Card.

Transportation from and to arrival locations

Only local transportation is included in the Participant Card. Transportation from and to the airport is usually not included in the Participant Card. The LOC may organise this kind of transportation and the costs will be announced in the Bulletin.

15.3.2 Working Group, Logistics

The LOC appoints a Working Group Logistics responsible for the accommodations, catering and transportation. The FIG GfA C designates one of its Committee members to be part of the Working Group. This member has to be fully informed in due time, about the ideas, content and management for all logistical areas.

16. MEDICAL SERVICES, INSURANCE AND SECURITY

16.1 Medical Organisation

See FIG Medical rules, "Medical organisation of the FIG competitions" applies but only the section related to Gymnastics for All

16.1.1 Chief Medical Officer

The LOC nominates the Chief Medical Officer. This person is responsible for following all FIG rules in this area.



16.2 Insurance

16.2.1 Participating FIG Member Federations

Participating FIG Member Federations must provide insurance coverage for all members of their delegation. The insurance must cover illness, accident and repatriation costs during the entire stay at the World Gymnaestrada. The insurance can be organised by the FIG Member Federations own insurance company or bought in advance or on arrival through the LOC.

A participant without insurance will not receive a Participant Card and will not, therefore, be allowed to participate in the World Gymnaestrada.

16.2.2 LOC

For participants without insurance the LOC must offer insurance coverage for the event in advance or upon arrival. The cost of this insurance coverage must be paid by the participant.

The LOC is required to verify the validity of each participant's insurance. The FIG Member Federation must provide the name of their Insurance Company and the policy number for each participant with their Definitive Registration.

The LOC must take out its own civil liability insurance.

16.3 Security

The LOC is responsible for security and must provide a security plan that will be reviewed by the FIG GfA C 3 months prior to the World Gymnaestrada. The LOC is responsible for providing a well-functioning security service for all participants, officials and dignitaries for the duration of the event.

17. EXTRA FACILITIES

17.1 Meeting Points and Stands

During the World Gymnaestrada the participants need different meeting points such as FIG Member Federation Information Stands, exhibitions, and rest areas.

Commercial stands can also be present but should not interfere with the aim of the meeting points, which is to meet up and share information.

There needs to be an area set aside for children and young people where they can relax away from the performance area. The relaxation area should have rest facilities, but also give participants the opportunity to enjoy play and leisure activities. It would also be beneficial to have some instructor-led activities to encourage further participant interaction. These rest and relaxation areas should ideally be located close to the main hall.

17.2 Offices and other meeting rooms

In addition to all other arenas, areas and meeting rooms needed for the World Gymnaestrada, the LOC has to provide the following offices and meeting rooms for the FIG:

- Office and meeting room for the FIG GfA C
- Office for the President of the GfA C
- Office for the FIG Media
- Office for the FIG Secretariat
- Office for the FIG President
- Office for the FIG Secretary General

- Meeting room/working room for the FIG Executive Committee
- Office for the FIG TV Production

The details and content for all those rooms and offices are outlined in the agreement signed between FIG and the Hosting FIG Member Federation.

17.3 VIP

For all performance venues VIP seating has to be handled by the LOC in consultation with the FIG GfA C.

In every arena, the LOC has to provide dedicated VIP areas which are accessible to Head of Delegation, FIG, LOC and other persons with VIP access.

The aim of these areas is to give the opportunity to meet in a quiet and closed off location.

17.3.1 Location/seating

The final location of the VIP seating areas has to be approved by the FIG GfA C.

For National Performances, VIP seating is also provided for the FIG Member Federation(s) staging the performance and the amount of seating is described in the contract between the LOC and the Hosting FIG Member Federation.

For the Opening and Closing Ceremonies, National Performances and FIG Gala, the amount of VIP seating for the FIG and the LOC is described in the agreement between FIG and the Hosting FIG Member Federation.

17.3.2 VIP Catering

In the various VIP catering areas, meals may be served and they can be the same as the ones served to the participants.

Other drinks (alcoholic and non) may be provided in the VIP areas.

Outside of meal times, drinks and snacks should be available in the VIP areas.

17.3.3 Costs

The general organisation and planning of the VIP areas is the responsibility of the LOC.

Access rights to the VIP areas are described in the current valid FIG accreditation rules.

The LOC may, for any other person not mentioned in the FIG accreditation rules, charge an additional amount, to be approved by the FIG GfA C for this extra VIP access.

17.4 Special Assistance

The World Gymnaestrada is an event open to all ages and abilities and special needs may require a higher degree of assistance.

The FIG Member Federations must take full responsibility for their participants during the whole event and ensure that the LOC is informed about special assistance needed.

18. PROTOCOL, COMPETENCIES

For all matters pertaining to the planning and implementation of the World Gymnaestrada, the responsibility rests with the LOC, taking into account the World Gymnaestrada Regulations and the Agreement between the FIG and the FIG Member Federation awarded the hosting rights.

Matters for which mutual agreement has to be reached between the FIG GfA C and the LOC according to the World Gymnaestrada Regulations should be discussed and adjudicated upon in joint meetings of the FIG GfA C and the LOC . All decisions have to be confirmed in writing.

19. DUE DATES

The due dates for fees payable to the FIG will be stipulated in the agreement signed by the FIG and the FIG Member Federation awarded the hosting rights for the World Gymnaestrada.

Month	6 years before the event	5 years before the event	4 years before the event	3 years before the event	2 years before the event	1 year before the event	Year of the event
January	Bid for WG open for the Federations	Site Visit from the FIG GfA C Feedback & Amendment				Notification of the expected number of participants and units for Group Performances and Large Group performances Application for a National Performance	Definitive Registration (payment of the first 50% of all Participants Cards,)
February		FIG EC and Staff presentation			Bulletin 2 published	Joint meeting 2 Confirmed ticket prices	Joint meeting 3
March					1st Information Meeting	Confirmation to the member Federation of: Number of units FIG Gala participation National Performances. Bulletin 3 published	Bulletin 5 published
April							Security plan to be provided by the LOC to the FIG
May		Awarding of events from the FIG Council				Signed agreement for National Performances	Final payment deadline of all payments Performance schedule sent to all National Federations.
June							
July			Opportunity to visit the previous event edition	Official invitation for the event sent by the FIG LOC submits the initial budget to the FIG	Registration Notification of interest Registration for the FIG Gala	Provisional Registration deadline LOC submits the final budget to the FIG	Event
August				Bulletin 1 published			
September						2nd Information Meeting	
October							
November			Transfer of knowledge meeting between the previous LOC, the incoming LOC and the FIG	Joint meeting 1		Bulletin 4 published Preliminary allocation of schools	Evaluation meeting previous LOC, incoming LOC and the FIG.
December	Deadline Bid Submission Deposit paid if applicable Evaluation and Notification						

20. RESPONSIBILITIES AND COORDINATION

The responsibility for the World Gymnaestrada rests with the FIG GfA C in collaboration with the Organising FIG Member Federation and their appointed LOC.

20.1 Cooperation between the next LOC and the current LOC

After being appointed as FIG hosting Member Federation for the next World Gymnaestrada, this LOC may participate, at its own cost, with an Observation group at the current World Gymnaestrada. Dedicated accreditations will be provided to such a delegation approved by the FIG GfA C and the current LOC.

To learn from the previous organiser, this LOC will also participate, at its own cost, in the Evaluation meeting held in November, the same year as the current World Gymnaestrada.

The LOC of the current event will have to produce reports about the planning, organisation and staging of their event these reports should to include financial activities.

Evaluations and reports will be presented, discussed and handed over to the new LOC.

By tradition at Gymnastics for All events, the current LOC invites two people from the previous World Gymnaestrada to attend as VIP guests at their event. All costs, exclusive of travel expenses, are paid by the current LOC.

20.2 Cooperation between the FIG GfA C and LOC

The LOC must work in complete cooperation with the FIG GfA C and in accordance with these Regulations.

The FIG GfA C has a supporting function, in addition to the responsibility for controlling and monitoring that everything is performed according to the Regulations and FIG Rules and Regulations in force.

Both the FIG Organising Member Federation, with its LOC, and the FIG have to follow the agreement made for this event.

To ensure a continuous cooperation between the LOC and the FIG GfA C, members of the FIG GfA C must be included in some of the Working Groups formed by the LOC.

Joint Meetings (3) should be organised by the LOC to ensure the correct planning of the event. The LOC has to pay international as well as local transportation and accommodation (single room including breakfast) for these meetings. FIG has to pay the per diem rate.

For any other meeting other than the official Joint Meeting, all costs related to the participation of a GfA C member is to be divided equally between the FIG hosting federation and the FIG.

FIG still has to pay the per diem rate.

During the World Gymnaestrada period, the LOC has to set up a communication system by radio or mobile phone for the LOC and the FIG. The details for this are described in the agreement signed by the FIG and FIG Organising Member Federation.

21. GENERAL ORGANISATION

21.1 The GfA C has the following obligations, responsibilities and powers:

- Responsibility with regard to the implementation of the World Gymnaestrada Regulations
- The right to consider and decide on special cases concerning participation and organisation

- Full access to all registered information provided in the registration system
- To be consulted with regard to all official publications (such as bulletins, timetables and schedules but not limited to) and to confirm the final versions
- The tasks to be in different Working Groups are divided between the Committee Members
- The right to be consulted with regard to the drafting of the financial schedule and the right to be consulted in the preparation and control of the budget
- The right to confirm the price and procedure for tickets
- Draft and validate the terms of the contracts regarding the National Performances between the LOC and the FIG Member Federation
- Responsible for conducting the Head of Delegation meetings during the event
- Responsible for the evaluation made by the Head of Delegation, Group Leaders and the final evaluation between the FIG and the two LOC's (current and next).
- Responsible for the invitation to the Evaluation meeting organised after and in the same year as the event as well as being responsible for conducting the meeting.

The LOC of World Gymnaestrada being evaluated and the LOC of the next World Gymnaestrada are invited to meet with the FIG GfA C.

21.2 The LOC has the following tasks, responsibilities and powers:

Compliance with the FIG rules and regulations in force together with the signed agreement.

- Production of an organisation chart in agreement with the FIG GfA C
- The LOC has the responsibility for production, publication and distribution of the official information (such as bulletin but not limited to) to the FIG Member Federations on an agreed schedule
- The LOC must take into account that some financial information is only for the FIG Member Federations
- To receive and to deal with registrations
- The LOC is responsible for producing the timetable and scheduling
- The LOC is responsible for the promotional plan which is to publicise the event across all media. This plan should be agreed in advance by the FIG GfA C
- The LOC is responsible for providing all necessary facilities and installations required for the event, based upon previous experience
- The LOC must, after having consulted the FIG GfA C provide sufficient, safe and high quality gymnastics apparatus for the event
- The LOC will provide sufficient storage facilities and if there are any costs related to this, they must be paid by the respective FIG Member Federation
- The LOC should have enough trained volunteers to fulfil the various tasks and duties
- The LOC has the responsibility for the design of a graphic symbol (logo) and a flag for the World Gymnaestrada. The FIG logo must be included in the event's logo. This logo and flag must be approved by the FIG in advance and should be registered legally to protect the copyright and intellectual property rights of the LOC. The participating FIG Member Federations have the right to use the logo in their promotional work and also on material they produce for their participants
- In case of any commercial use of this logo, the FIG Member Federation must make the necessary approval request in order to receive (possible) permission from the LOC

- The LOC has the responsibility for the composition or arrangement of the official music/song of the World Gymnaestrada.
- The LOC is responsible for all logistical arrangements including transportation, accommodation and catering which requires approval by the FIG GfA C. The LOC must also consider participants with special needs
- The LOC must set up first aid and medical emergency services. The insurance of participants for medical treatment and, if necessary, any hospital stay is the responsibility of the participating FIG Member Federation
- The LOC is responsible for security and has to deliver a security plan which will be reviewed 3 months prior to the World Gymnaestrada to assess current risks and world environments. The LOC is responsible for setting up a well-functioning security plan for all participants, officials and dignitaries for the duration of the event
- The LOC is responsible for printing of the Participant Guide, which is to be handed out to all participants together with their Participant Card, via their Head of Delegation at the time of Accreditation and once all accounts are finalised
- The LOC will produce a suitable souvenir. The presentation of this souvenir to all the Heads of Delegation, which participate, will be handed out at the last meeting for the Heads of Delegation
- The LOC will complete a final report and evaluation. This report will be addressed to the FIG GfA C and is to be submitted, no later than the evaluation meeting and must include the following :

Evaluation with facts, figures, statistics, comparisons, conclusions and ideas for improvements concerning the:

- Information (bulletins, meetings, internet etc)
- Communication (Member Federations, registration, FIG, media etc)
- Logistics (transportation, meals, accommodations, venues etc)
- Security
- Medical service
- Opening/Closing
- Performances
- FIG Gala
- Final financial report

This evaluation will be used for the planning of the next World Gymnaestrada.

22. AGREEMENT BETWEEN THE FIG AND THE FIG MEMBER FEDERATION AWARDED HOSTING RIGHTS

A formal agreement will be signed by the FIG and the FIG Member Federation awarded the Hosting rights for the World Gymnaestrada.

All extra services and/or benefits that a bidding FIG Member Federation may promise, either at the time of the inspection visit and/or at the Council meeting presentation, will be written into the signed agreement.

This agreement is signed by both the President and Secretary General of both organisations.

23. CONCLUDING PROVISIONS

Any question not covered by these World Gymnaestrada Regulations must be negotiated in every single case by the LOC and the FIG GfA C.

Any question that cannot be resolved by the FIG GfA C will be taken to the FIG Executive Committee.

Updated 7.03.2016

The 2017 amended edition of the Gymnastics for All Manual has been approved at the FIG council meeting in May 2016 in Bangkok (THA).

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

FIG President: Morinari WATANABE



Secretary General: André GUEISBUHLER



FIG GfA Committee President. Ms Margaret SIKKENS AHLQUIST

