



Gymnastics for All

Guidelines for Head of Delegation at FIG GfA events

General guidelines:

All participating National Federations has to nominate a Head of Delegation (HoD).

HoD is the official contact person between FIG, LOC and the participating NF and is fully responsible for the delegation and therefore must be able to speak and understand English or the second language that the LOC has chosen. (One of the official FIG languages). If not, the HoD must be accompanied by a translator.

HoD must be fully updated on what was done during registration process, information published in Bulletins or Newsletters and at Information meetings.

HoD must arrive at the event site before the delegation and leave as the last one. This is necessary to be able to prepare the accreditation and in the end sign off everything with the LOC.

During the accreditation on site HoD is responsible for:

Making sure that all financial obligations toward the LOC are settled.

Provide evidence of health insurance (illness, accident and repatriation), e.g. photocopy of the valid insurance policy.

Verify the participant cards, accommodation, meal, tickets and other service requirements.

Check and confirm the transfer at departure day.

During the whole event:

As fully responsible for the delegation during the whole event the HoD has to attend all HoD meetings organised in collaboration by LOC and FIG and be available on mobile phone provided by the LOC.

Fill in the online-event evaluation form received by the FIG during the event.

To replace the HoD

In case of that the HoD needs to be replaced before or during the event, this must be reported to the LOC and the FIG by written form, with the new person's name and current function within the delegation (if applicable), signed by the President or Secretary General of the National Federation.