



ID 16966

**10TH FIG AER GYMNASTICS WORLD AGE GROUP COMPETITIONS
GUIMARÃES (POR)
June 10-12, 2022**



**2022
AEROBIC
GYMNASTICS**



**10TH WORLD AGE GROUP COMPETITIONS
17TH WORLD CHAMPIONSHIPS
10-12 // 16-18 JUNE • GUIMARÃES • PORTUGAL**

WORKPLAN

Update: June 8

June 9th, schedule

COVID-19 MEASURES

Schedules and Meals information

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FOREWORD

This work plan for the 10th FIG Aerobic Gymnastics World Age Group Competitions in Guimarães to be held from **June 10th until June 12th, 2022** has been developed between the FIG Headquarters, the FIG AER-TC and the Local Organising Committee (LOC) in accordance with the following FIG Regulations and Rules (as valid in 2022):

- Statutes
- Code of Ethics
- Code of Conduct
- Technical Regulations
- Code of Discipline
- AER Code of Points and relevant Newsletters
- General Judges' Rules
- AER Specific Judges' Rules
- Anti-Doping Rules
- Licence rules
- FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events
- Medical organization of the FIG competitions and events
- FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic
- Media Rules
- Apparatus Norms
- Advertising and Publicity Rules
- Regulations for Award Ceremonies
- Accreditation Rules

and subsequent decisions of the FIG Executive Committee and AER Technical Committee

All participating Federations commit to respect the FIG Statutes and all FIG Rules and Regulations, especially with regards to the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance" (Art. 11.6 of the Technical Regulations).

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

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

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Coordinates of the FIG

FIG – Fédération Internationale de Gymnastique

Contact persons: Mr. Alexandre Cola and Mrs. Sylvie Martinet

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CH-1003 Lausanne

SWITZERLAND

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

Website: www.gymnastics.sport

FIG Officials

Jury of Appeal and the Supervisory Board President

Suat CELEN

AER Technical Committee and Superior Jury

| | |
|------------------------------|------------------------|
| TC President | Tammy YAGI-KITAGAWA |
| TC Vice-president | Jorge FILLON |
| TC Vice-president | Cristina CASENTINI |
| TC member | Desislava BOGUSHEVA |
| TC member | Vladislav OSKNER |
| TC member | Ana MACANITA |
| TC member | Maria DE OLIVEIRA POLI |
| | |
| AER Athletes' Representative | Dora HEGYI |

FIG Staff

| | |
|--------------------|-----------------|
| FIG Sports Manager | Alexandre COLA |
| FIG Sports Manager | Sylvie MARTINET |

Scoring System

| | |
|-------------|-------------|
| Team Leader | Tiago HORTA |
|-------------|-------------|

2. LOCAL ORGANIZING COMMITTEE

Coordinates

The LOC of the 2022 Aerobic World Age Group Competitions

Gymnastics Federation of Portugal (FGP)

Contact Person: Ms. Teresa Loureiro

Address : Estrada da Luz, 30 A
1600 - 159 Lisboa

Tel: +351 218 141 145

E-mail: federacao@ginastica.org | teresa.loureiro@ginastica.org



LOC Officials

| | |
|---|------------------------|
| Local Organizing Committee | |
| President | Luís ARRAIS |
| Vice President | Vera LEITÃO |
| Executive Director | Teresa LOUREIRO |
| Competitions` Director | Sara LUNA |
| Administration | Paula ARAÚJO |
| Head of Secretariat and Accreditation | Sandra PIRES |
| Head of Finance | Tiago HORTA |
| Venue Manager and Responsible for the Technical Equipment | Bernardo MIGUEZ |
| Deputy Venue Manager | Elena ROSCA |
| Head of Press and Marketing | Dr. Ana Úrsula MARTINS |
| Official Doctor of the LOC | Emanuel MARTINS |
| Head of Security | Andreia SANCHES |
| Ceremonies` Director | Adriana CASTRO |
| Volunteer Work Manager | Cidália FREITAS |
| Sport Presentation | Sérgio MATEUS |
| Transportation Manager | Nelson RODRIGUES |
| Accommodation and Meals Manager | André NOGUEIRA |
| General Support | Bernardo TOMÁS |
| | Ricardo LIMA |

LOC Office & Sport Information Center (SID)

The LOC Office will be located at the competition venue and will be in operation from June 7th until 12th, 2022.

It will be open approximately 30 minutes before the start of the first training and 30 minutes after the last training / competition session.

The LOC phone number is as follows: **+351 926 242 558**

Emergency number (out-of-office hours):

- LOC phone number (above)
- **112** (European Emergency number)

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution.

All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent *ONLY* via email to the National Federations' official email and Head of Delegations' (or his/her representative) email. Delegations will be requested to inform the LOC about the correct email address upon arrival.

In addition, all the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD will be collected for this purpose).

3. PROVISIONAL GENERAL SCHEDULE (SUBJECT TO CHANGES)

| Date | Event | Location | Start Time | End Time |
|-------------------------------|--|------------------------|--------------|--------------|
| Tuesday 07 June 2022 | | | | |
| | Official arrival of the delegations | All day | | |
| | Accreditations (no training available) | LOC Office | | |
| Wednesday 08 June 2022 | | | | |
| | Training and podium training | Multiusos Arena | 10:10 | 18:50 |
| | Athletes' portrait photo session | Multiusos Arena | 11:20 | 18:50 |
| | Judges' workshop | Judges' Room | 15:00 | 16:30 |
| | Orientation meeting | Judges' Room | 18:00 | 19:00 |
| | World Age Group Group Competitions Opening/Closing ceremony rehearsal | Multiusos Arena | 19:00 | 20:00 |
| Thursday 09 June 2022 | | | | |
| | Training and podium training | Multiusos Arena | 10:10 | 18:50 |
| | Athletes' portrait photo session | Multiusos Arena | 11:20 | 18:50 |
| | D judges' draw and instruction A and E Judges | Judges' Room | 13:30 | 16:00 |
| changed | Instruction D and CJP Judges | Judges' Room | 16:00 | 17:30 |
| changed | Scoring system instruction | Multiusos Arena | 17:30 | 18:00 |
| | Athletes' meeting | Judges' Room | 17:45 | 18:45 |
| Friday 10 June 2022 | | | | |
| | Training Session for IW AG, GR AG, AD AG & MP Junior, Trio Junior, GR Junior | Multiusos Arena | 08:25 | 13:30 |
| | Judges' draw and briefing | Judges' Room | 11:30 | 12:30 |
| changed | Opening ceremony and 8 counts | Multiusos Arena | 14:05 | 14:30 |
| | Qualification Junior Individual Men - Age Group Trio | Multiusos Arena | 14:30 | 15:26 |
| | Qualification Junior Individual Women - Age Group Trio | Multiusos Arena | 15:30 | 17:03 |
| | Qualification Junior Mixed Pair - Age Group Group | Multiusos Arena | 17:25 | 18:22 |
| Saturday 11 June 2022 | | | | |
| | Optional training for finalists | Multiusos Arena | 08:25 | 12:45 |
| | Judges' draw and briefing | Judges' Room | 13:30 | 14:30 |
| | Qualification Age Group Individual Women - Junior Trio | Multiusos Arena | 15:00 | 16:33 |
| | Qualification Age Group Dance - Junior Trio | Multiusos Arena | 16:37 | 17:12 |
| | Qualification Junior Group - Age Group Mixed Pair | Multiusos Arena | 17:28 | 18:31 |
| | Qualification Age Group Individual Men - Junior Aerobic Dance | Multiusos Arena | 18:40 | 19:16 |
| Sunday 12 June 2022 | | | | |
| | Judges' draw and briefing | Judges' Room | 11:30 | 12:00 |
| | Presentation of finalists | Multiusos Arena | 13:30 | 13:35 |
| | Finals Age Group Individual Women - Trio Junior | Multiusos Arena | 13:35 | 14:15 |
| | Medal Award Ceremony | Multiusos Arena | 14:15 | 14:25 |
| | Presentation of finalists | Multiusos Arena | 14:25 | 14:30 |
| | Finals Age Group Individual Men - Junior Mixed Pair | Multiusos Arena | 14:30 | 15:10 |
| | Medal Award Ceremony | Multiusos Arena | 15:10 | 15:20 |

| | | | |
|---|-----------------|---------|-------|
| Presentation of finalists | Multiusos Arena | 15:20 | 15:25 |
| Finals Age Group Group - Junior Aerobic Dance | Multiusos Arena | 15:25 | 16:01 |
| Medal Award Ceremony | Multiusos Arena | 16:01 | 16:11 |
| Presentation of finalists | Multiusos Arena | 16:31 | 16:36 |
| Finals Age Group Trio - Junior Individual Women | Multiusos Arena | 16:36 | 17:16 |
| Medal Award Ceremony | Multiusos Arena | 17:16 | 17:26 |
| Presentation of finalists | Multiusos Arena | 17:26 | 17:31 |
| Finals Age Group Mixed Pair - Junior Individual Men | Multiusos Arena | 17:31 | 18:11 |
| Medal Award Ceremony | Multiusos Arena | 18:11 | 18:21 |
| Presentation of finalists | Multiusos Arena | 18:21 | 18:26 |
| Finals Junior Group - Age Group Aerobic Dance | Multiusos Arena | 18:26 | 19:03 |
| Medal Award Ceremony | Multiusos Arena | 19:03 | 19:13 |
| Closing Ceremony World Age Group Group Competition | Multiusos Arena | 19:13 | 19:18 |
| Monday 13 June 2022 | | | |
| Official departure of Delegations | | All day | |

**All timings are subject to slight alterations*

4. PARTICIPATION AND SIZE OF THE DELEGATIONS

Participation / Accreditation

Please refer to the Directives for details on the participation rights, maximum delegation size, supplementary accreditations, payment procedures and insurance deadlines.

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these World Age Group Competitions and who are not on this list must send to the FIG office (attention Mr. Loïc Vidmer at lvidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated into English or French and must complete the "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events" which can be downloaded from the FIG database after creating a profile for Medical Staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

FIG Accreditation rules have to be strictly respected and applied notably as far as the number of accreditations and transferable access cards (TAC) per federation is concerned. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Card at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC (if applied). The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member's transferable access card. The accreditation card is also necessary to pass the security controls.

Accreditations for the World Championships will not be valid for the World Age Group Competitions.

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case. Further steps are possible (e.g. case to be submitted to the Gymnastics Ethics Foundation).

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (refer to the directives for the price).

The accreditation procedure will only be dealt and accepted from delegations, by the Head of Delegation, the Team Manager or any other person with the appendix 9 dully filled, stamped and signed by the National Federation President or Secretary General.

Transferable access cards (TAC)

The TACs are only transferable within the NF's official delegation and appropriate function. They can only be used in conjunction with the primary accreditation card.

Lost or stolen transferable cards shall not be replaced.

Media Accreditation

For Media accreditation, please see point 22.

5. NOMINATIVE REGISTRATIONS

On-line Nominative Registrations

Please note that the order of filling in the Nominative entry form have established the place of the gymnasts, pairs, trios and groups against his/her country and the number of the starting order. Please, refer to the Starting order (see Appendix 2).

First gymnasts, pairs, trios and groups will get the number 1, second pairs and trios the number 2. **No changes will be allowed.**

Music

All the music shall be uploaded on SmartScoring digital platform, only format MP3 as soon as possible. The LOC will contact the Federations which have not finalized the procedure.

Specific name: please refer to the directives

During the Competitions all music will be played by computer only. It is the responsibility of each delegation to ensure that the correct music is played for the respective gymnasts / units.

The Head Delegation and /or coach will have to confirm by signing that it is the correct music corresponding to the gymnasts / units during the podium training of their delegation.

Fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

| | |
|---|-----------|
| Fine after missing the Nominative Registration deadline or after late Nominative Registration | CHF 1'000 |
|---|-----------|

Change of Starts list

- If gymnasts get injured or ill before the arrival at the place of the competition (between the Nominative Registration and the Accreditation), the injured or sick gymnasts can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).
- In the case of injuries or illness between the time of accreditation and until 24 hours prior to the beginning of the respective Qualifications, the Federation is allowed to change accreditations. The gymnast injured or ill must return his/her accreditation and another gymnast can be accredited. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).
- 60 min prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG / LOC medical doctor), a gymnast can be substituted. The substitute shall take exactly the same place as the replaced gymnast. The FIG and the LOC must be informed immediately (Appendix 5).

In all above mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).

- After 24 hours prior to the beginning of Qualification, no accreditations can be changed. The 24 hour period is from the start of the day of the respective Qualification.
- In case a Federation withdraws a gymnast/unit from the Qualification Round, his place in the starting order will not be taken by the next gymnast from the same Federation. I.e. if NED-1 is withdrawn the NED-1 place will remain “empty”.

6. VENUE AND HALLS

Competition Venue details

For general layout of the offices, seats, training area, warm-up area and Field of Play (FOP) please see Appendix 1.

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

7. TRAINING FORMAT AND SCHEDULE

Official Training Schedule

The Official training schedules (Appendix 3a, to be given later) have been structured in groups and subdivisions in accordance with the Technical Regulations

Delegations must respect the designated training times and the allocated training floors.

Detailed competition schedules (Appendix 3b, to be given later) will be sent shortly after the nominative deadline in order to respect the 10 min rules.

Changes to the official scheduled training hours will not be accepted and Delegations will be responsible for following the official training schedules.

Access to the competition hall and to the training locations will be given only to the members of the delegation wearing their accreditation and only during their respective training times.

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

Podium Training

The podium trainings will be held in accordance with the schedules as published.

During the podium trainings in the official competition hall, the original music, uploaded in the LOC platform will be played.

In order to be well prepared and not lose time, each Federation is requested to fill in the attached “Order for training” form (Appendix 4) and present it to the LOC during the Accreditation.

Training for finalists

This training is available only **for Finalists** in the training hall as follows:

- Saturday June 11, 2022: IW Junior / TR AG / IM Junior / MP junior / GR AG.

After the qualification a training timetable for FINALISTS will be communicated to all federations.

8. COMPETITION FORMAT AND SCHEDULE

General Principles

The Competition Director will be in charge of the competitions, warm-ups, and training areas. All instructions given must be strictly observed, (i.e. in relation with the marching in and out, Kiss & Cry, etc.).

During competition on the FOP, gymnasts, coaches, and judges are absolutely prohibited from using any electronic device to talk, transmit or receive messages (mobile phones, mini-notebooks, computers, etc.) or use any camera or video device.

Drawing of Lots

Based on the drawing of lots the starting order in the different categories has been established. The starting order per gymnasts/units will be according to the nominative registrations made by the member Federations, where the gymnasts/pairs/groups are written down from 1 to 2.

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Guimarães.

At the completion of the Qualifications, a list of the qualified gymnasts (IM / IW / MP / TR / GR / AD) for the finals of the World Age Group Competitions will be published at Sport information Center and in the hotels as well as sent to the head of delegations.

Starting Order

The FIG, in consultation with the TC and the LOC reserves the right to apply minor adjustments to the draw and starting order after the nominative registrations received in order to avoid competition schedules problems.

9. CEREMONIES

For all presentations of nations (8 counts), the Opening ceremony and Award Ceremonies, all competitors must wear their national track suit.

Presentation of Nations (8 counts)

The Opening performance will take place at Competition Hall on the official podium **and participation is compulsory for all nations taking part in the event (max 3 gymnasts per country).**

For specific timing, please refer to the general schedule.

Participation in the rehearsal is also compulsory for all nations taking part in the event.

The Nations will be presented by the competitors during 16-counts (two eights).

Further detailed information will be given during the Orientation Meeting.

Official Opening Ceremony

The Official Opening Ceremony will take place in the Competition Hall on the official podium **and participation is compulsory for all nations taking part in the event**

For specific timing, please refer to the general schedule.

Further detailed information will be given during the Orientation Meeting.

Presentation of the Finalists:

FIG together with the LOC will make a presentation of the finalists (in all categories and Age Groups).

Presence for all finalists is compulsory.

Dress code is competition attire.

Timing is already considered in the schedule.

More information about dress code, meeting point and circulation will be given at the orientation meeting.

Award Ceremonies

The awards ceremonies will be held as per the schedule of this work plan and carried out in accordance with the FIG Regulations for award ceremonies.

The competitors requested to attend the awards ceremonies are:

- Individual Men, Individual Women, Mixed Pairs, Trios, Groups and AER Dance Groups: ranked 1st to 3rd in the World Age Group Competitions.

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

A gymnast or a unit who is absent with unjustified reason will be disqualified.

Dress code: national tracksuit

The national flags of the best 3 competitor(s) per category will be hoisted and the national anthem of the winner(s) will be played.

Closing Ceremony

The Closing Ceremony will be part of the final session of the WAGC Finals in the Competition Hall Arena on the official podium.

For specific timing, please refer to the general schedule.

10. FIG CERTIFIED EQUIPMENT

Floor Supplier: Gymnova

Reference number: FIG ID: 158

Due to the very low number of registered National Federation in the Junior Step category, it has been decided to cancel this category.

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

For all Judges' draws, please refer to 2022-2024 AER Specific Judges' Rules.

World Age Group Competitions

The Chairs of Judges' Panels for the World Age Group Competitions have been communicated to the Federations following the draw made on April 6th, 2022 in Lausanne (SUI).

- **Panel A:**

CJP: FERENTINO Lefki (GRE)

- **Panel B:**

CJP: DARONE Monica (ITA)

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

All E- and A- Judges together with the Line, Time and Reserve Judges for the respective Qualifications and Finals will be drawn the day of each competition.

The drawn D judges will remain for the entire competition.

In the draw of the judges for the Finals, if possible, only E-, A-, Line, Time and Reserve Judges whose Federations are not represented in the Final or have not a No 1 reserve competitor, will participate.

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

Superior Jury

The Superior Jury will consist as follows:

Tammy YAGI-KITAGAWA

Jorge FILLON

Cristina CASENTINI

Desislava BOGUSHEVA

Vladislav OSKNER

Ana MACANITA

Maria DE OLIVEIRA POLI

President: Tammy YAGI-KITAGAWA
Assistant: Dora HEGYI (Athletes' Representative)
Artistic: Jorge FILLON
Maria DE OLIVEIRA POLI
Execution: Desislava BOGUSHEVA
Vladislav OSKNER
Difficulty: Cristina CASENTINI
Ana MACANITA

Jury of Appeal and Supervisory Board

The Jury of Appeal will consist of two members and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

| President | Member | Member |
|------------|---------------------------------|---------------------------------|
| Suat CELEN | To be named on site if required | To be named on site if required |

12. SCORING

Scoring System will be carried out by local Scoring brand: SIPIGym. Video Control system will be provided.

Competition results will be sent to the e-mail addresses of each Head of Delegation (responsible persons) provided at the Accreditation procedures.

13. INQUIRIES

Please refer to Technical Regulations, Section 1, Reg. 8.4.

Inquiries for the difficulty scores will be allowed provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the routine/pass of the following unit. For the last unit of a rotation, this limit is one minute after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure.

In case two (2) categories are judged alternatively (by two (2) panels or one single panel) the inquiry must be made before the score of the following gymnast or unit of the same category is shown.

Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected.

A Federation will not be allowed to complain against a gymnast/unit from another Federation. Inquiries for all other marks (i.e Execution, Artistic/score, etc.) will not be allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and **requires an agreement of payment** of CHF 300.- for the first complaint, CHF 500.- for the second complaint and CHF 1'000.- for the third complaint.

Federations shall not pay cash as cash money is not allowed on the FOP.

Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

After review of the inquiry, should the final score be higher, this sum will not be invoiced by FIG to the Federation. However, should the final score remain unchanged or be lower, the sum will be invoiced and transferred to the FIG Foundation for Solidarity.

Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:

- at the end of the rotation for the qualifying competitions
- before the score of the following gymnast is shown for finals.

14. MEETINGS AND INSTRUCTIONS

Orientation Meeting

Please refer to the General Schedule.

The participants will be able to ask their questions at the end of the meetings as usual.

Judges may not represent their country at the Orientation Meeting.

In case a federation is composed only by a gymnast and a judge, the gymnast must attend the orientation meeting.

Important information about the organization of these World Age Group Competitions will be given by the LOC and the FIG. This Meeting will be held exclusively in English. As per Technical Regulations, Section 1, Reg. 5.11 unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

For specific timing, please refer to the general schedule.

Judges' Instructions, Meetings, Briefings and Draws

The Judges' Instruction, meetings and draw will be as per the general schedule.

All registered judges are required to take part in the judge's instructions, subsequent meetings and draws.

Judges' briefings and draws scheduled for June 10, 11 and 12 will be held as per the general schedule. The judges must respect the dress code mentioned in the Code of Points.

TC Meeting and Video Analysis

A continued evaluation will be carried out by the Superior Jury. This will be done by observation and scoring by the responsible members of the SJ during the competitions and by analysis from videos after the competitions by the Technical Committee.

Scoring: SIPIGym instructions

The scoring Instruction will be held on the judge's podium. For specific timing, please refer to the general schedule.

Judges who do not participate in the judges' meetings/instructions/draws will not be authorized to judge, will receive warnings and possibly other sanctions as well.

15. TRANSPORTATION AND VISA

Please refer to the Directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and deadlines.

Arrival

The LOC personnel will be present at all arrival points with greeting signs to welcome the Delegation members. Delegations will be requested to make their ways to meet with them.

Upon arrival, all the delegations will be informed of the time of accreditation assigned for them according to the Accreditation schedule made by the LOC.

Departure

If entitled, transportation will be coordinated by the LOC from the official hotels to the departure area based on the information collected from the Delegations and confirmed by the Head of Delegation during the accreditation. A detailed schedule for departures will be displayed via WhatsApp.

Accreditation cards will not give the possibility to use the public transports in Guimarães. Transportation Managers will be present at the accreditation center during accreditations. The transport office phone number (printed on the back of each delegate's accreditation card) is: +351 926 242 709.

International Transportation

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

Arrival in and departure from Guimarães

Accredited team delegations who:

- will arrive and depart on the official arrival and departure dates
- have filled-in the online LOC platform will be provided with local transport from Aeroporto Francisco Sá Carneiro (Porto's airport – OPO) to the official hotels based on the information received.

The LOC will contact the Federations which have not finalized the procedure.

This service from the airport to the Accreditation Center and official hotels will be guaranteed by the LOC. Upon receipt of the travel information, further instructions will be provided to the Delegations as required.

For those Delegations or member of Delegations that do not arrive on the official arrival day as mentioned on the general schedule, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

Buses will be available for the local transportation of all accredited persons from the official hotels to the training, warm-up, and competitions venues (following the competition, warm-up, training and meeting schedules) and back as needed.

Buses timetables will be provided to the Heads of Delegation upon arrival and will also be available by their WhatsApp number.

16. ACCREDITATION

Procedure

Please refer to point 4.

Transferable Access Cards

Please refer to FIG Accreditation rules and the directives.

Accreditation center

The accreditation center is located at the Competition Hall – LOC office (Level 0 – participants entrance) (please refer to point 2).

No additional accreditations may be issued without the prior approval of FIG (for changes after the on-line nominative registration (please refer to Appendix 5 and Appendix 8).

Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

If a delegation decides to complete the accreditation procedure at another moment, the LOC will try to help as soon as possible. The LOC however will give priority to those countries who arrive at the agreed time and those delegations who fulfilled their financial obligations.

As mentioned in the Directives, the Federations must submit online picture for each of their delegation member to the LOC via SmartScoring digital platform

The picture requirements are as follows:

Requirements for each identity color photo:

- Identity: country code_function_full name, for example: CHN_Team Manager_LI Haoyang
- File format : .jpg or .jpeg
- Dimensions : 350 mm x 450mm or 276 pixels wide x 354 pixels high



If a photo has to be taken during the accreditation because none has been sent, or sent in the unofficial requested format, there will be a charge of **10 Euro for each photo taken at the accreditation desk. The LOC will contact the Federation which have not finalized the procedure.**

The member's profile made without pictures will not be handled with priority. You may wait at the accreditation center.

If there are any changes, the definitive work plan, starting order, and schedules will be sent to the Head of Delegations via email addresses and WhatsApp numbers provided at the Accreditation.

Control and distribution of required documents and material

The HoD will furthermore be requested to present to the LOC their FIG License (in addition to their valid passport) for further age control as well as for anti-doping purposes.

The National Federations are requested to submit passport copies of each members of their delegation to the LOC online via the SmartScoring digital platform.

The LOC will contact the Federations which have not finalized the procedure

Control and Distribution of the Required Material

Upon accreditation Heads of Delegations or their representatives (max 2) will be requested to:

- check the correct names of their complete Delegation members
- present to the LOC a valid passport of all Delegation members for proof of identity and control of Nationality.
- confirm the NF contact details onsite (e-mail and mobile phone) for proper delivery of the gymnasts' start lists, judges' lists and results)
- provide a phone number (HoD, or other responsible person) with WhatsApp
- hand in copies of the passport of the gymnasts (if not uploaded online into the LOC system)
- prove of the fulfilment of all financial obligations to the LOC and finalize the necessary payments if needed (i.e. insurance, additional accreditation, etc.)
- verify the accommodation and meal requirements
- submit proof of the cover note or photocopy of the valid insurance policy in English

- Hand in the filled in advance order for podium trainings WAGC (Appendix 4) – this order will be followed only during the podium trainings in the competition hall.
- confirm the accuracy of the Federation National Anthem and National Flag presented by the LOC, and sign the relevant form
- hand in 2 back up CDs (2 CDs per gymnast/unit and per category) for safety reasons or in case of technical problems
- **No Difficulty Sheets are needed for the World Age Group Competitions.**

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

17. ACCOMMODATION

Official FIG hotel:

Santa Luzia ArtHotel

Rua Francisco Agra 100

4800-157 - Guimarães

Website: <https://www.santaluziaarthotel.com/>

Hotels for Delegations:

Category 1:

Santa Luzia ArtHotel

Rua Francisco Agra, 100

4800-157 - Guimarães

Website: <https://www.santaluziaarthotel.com/>

Category 2:

Hotel de Guimarães

Rua Eduardo Manuel de Almeida 202

4810-440 Guimarães

Website: <https://www.hotel-guimaraes.com/>

Open Village Sports Hotel

Travessa da Ribeira, 629 (Mesão Frio) ,

4810-235 Guimarães

Website: <https://www.ovs.pt/>

Category 3:

Hotel Bienestar Termas de Vizela

R. Dr. Abílio Torres 855

4815-552 Caldas de Vizela

Website: <https://www.hotelbienestarvizela.com/>

Hotel Fundador

Avenida D. Afonso Henriques 740

4810-431 Guimarães

Website: <https://www.hotelfundador.com/>

Hotel Ibis Guimarães Centro

Av. Conde Margaride, 12

Creixomil

4810-537 Guimarães

Website: <https://www.booking.com/hotel/pt/ibis-guimaraes.pt-pt.html>

Category 4:

Hotel Vila

Rua Vila Marita, 36, Ponte

4805-343 Guimarães

Website: <https://www.booking.com/hotel/pt/vila-marita.pt-pt.html>

Hotel do Paço

Rua 10 de junho, 372

Vila de Ponte

4805-211 Guimarães

Website: <https://www.hoteldopaco.com/en/>

Low Cost:

Flag Hotel Braga

Rua Damiana Maria da Silva, 20

4700-085 Braga

Website: <https://flagworldhotels.com/hotel.php?h=1>

Flag Hotel Guimarães – Fafe

Avenida do Brasil,

4820-121 Fafe

Website: <https://flagworldhotels.com/hotel.php?h=2>

HI Guimarães – Youth Hostel

Largo do Cidade,

4810-430 Guimarães

Website: <https://www.pousadasjuventude.pt/pt/pousadas/pousada-de-guimaraes/>

For Accommodation prices, payments, and cancellation policy: please refer to the Directives.

Check In Procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary information to the LOC online via SmartScoring digital platform. 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.

Check-in time at official hotels is 15:00.

The check-in times of the respective hotels must be strictly respected.

Check out Procedures

All extra services at the hotel should be paid by the delegations during the check-out. Delegations will be responsible for all extra costs incurred.

The check-out time at official hotels is 11:00.

LOC recommend to do the respective check out at least one hour before the scheduled transportation to the airport.

18. MEALS

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures as well as cancellation policy.

Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing **provided that the delegations sent their meal request on due time:**

- Breakfast from 07:00 to 10:00

At the Competition Hall:

- Lunch from 12:00 to 15:00
- Dinner from 18:00 to 21:00

*Other schedule might be arranged if the request is duly presented and justified, at least 24h before, at the Accreditation Center.

As delegations were asked to book their meals at the Competition Hall through the LOC via **Gymdata**

digital platform, they will receive the meal vouchers during the accreditation procedure and then use them at the Competition Hall.

The LOC will provide the Delegations with free water bottles in the training and in the warm-up hall. The LOC will provide the judges throughout the event with refreshments in the judge's room.

No farewell banquet will be organized.

19. MEDICAL SERVICES AND INSURANCE

The medical service is provided by the LOC according to the [Medical Organization of the FIG Competitions and Events](#).

Please refer to Appendix 11.

Please refer to the directives for details on the insurance policy.

Please also refer to the document provided by FIG for Athletes and Judges on the First-class Assistance published on the [FIG website](#).

Upon the World Age Group Competitions accreditation, the document "Medical and anti-doping practical information" will be handed out to each delegation. It contains information regarding the access to medical care and mentions useful contact details in case of emergency.

20. COVID-19 MEASURES

These World Age Group Competitions will be organized according to the [FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic](#) and additional measures agreed between the FIG and LOC.

The Mixed Zone will be operated in person.

Upon arrival to Guimarães

Since 17th of February in Portugal, considering the high percentage of the population with complete vaccination and/or recovering from Covid-19, there is no longer the need to present certificates or negative test results, to access sporting or other events.

At FIG Competition :

"The FIG requires all participants, judges and officials to take standard precautionary measures, such as frequent hand-washing, wearing masks or face coverings at all times and keeping a physical distance of at least 1.5 meters whenever possible.

Gymnasts do not need to wear a mask or face covering while they are performing at the training venue or on the FOP and keeping a physical distance of at least 1.5 meters whenever possible.

Delegations are required to wear protective masks at all time while entering in the Arena

~~Masks are not mandatory. If you choose to wear a mask, don't leave your used mask anywhere, be sure to put it in the trash can.~~

In this sense and adopting the health standards in force in Portugal, there will be no quick tests upon arrival, nor the need to verify the existence or not of certificates of vaccination.

Additional and update information can be found [here](#).

- 1) National Federations shall have a health insurance for each member of their delegations covering the treatment of the COVID-19 disease, which shall be submitted to the LOC during the accreditation. If any person has positive PCR COVID-19 test result after the arrival to Guimarães without any symptoms and no need to be hospitalized, this person will have a 7-day quarantine at the hotel. If the insurance does not cover these quarantine costs, the participating Federations shall bear these costs (accommodation and meals) of 7-day quarantine at the hotel.

Athletes and judges have FIG's IMSSA insurance which covers the costs of COVID-19 disease's treatment (outpatient or hospitalization). IMSSA insurance does not cover other costs (accommodation and meal) connected with 7-day quarantine rather than treatment of COVID-19 disease.

- 2) No chalk (either powder or liquid) will be provided by the LOC. The delegations may bring only liquid chalk, if they actually need it. No powder chalk will be allowed in the arena.
- 3) Participants having signs or symptoms of COVID-19 during the event, should immediately contact the event medical team to arrange the evaluation
- 4) The costs for tests and all the subsequent payments connected with the COVID-19 disease and measures can be made by the participating Federations in cash or via bank transfer.

Before departure from Guimarães

The participants who need (according to each Country rules) a PCR or a Quick Antigen COVID-19, will be tested either two days or the day before their departure. Please note that the **LOC cannot provide testing on Sunday**.

If the result is negative, a valid certificate will be issued.

Very important:

Those who need to be tested must inform the LOC Mrs. Paula ARAÚJO to AERPOR22@ginastica.org, no later than **20.05.2022**.

You will be informed about your testing day and place.

21. DOPING CONTROLS AND THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, doping controls will be organized according to the valid WADA Code, Standards and FIG Anti-Doping Rules, ITA Testing Guidelines for In Competition Testing during the COVID-19 affected period – FIG.

The doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition.

No TUE request will be accepted nor approved on spot, except for duly justified emergency cases.

Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org.

22. MEDIA ACCREDITATION AND ACCOMMODATION

Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact LOC Media Officer Ms. ELENA ROSCA at elena.rosca@ginastica.org.

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

In case of necessity for Media accommodation, please contact the LOC at:

AERPOR22@ginastica.org

23. MEDIA POSITIONS

Mixed Zone

Gymnasts must exit the Field of Play (FOP) through the Mixed Zone after podium training sessions and competitions. Federations are responsible for the proper and timely appearance of their medallists in the Mixed Zone.

There is no obligation for a gymnast to agree to the interview requests, however, cooperation with the press is most appreciated.

Training halls

No media are allowed in the training halls.

Warm-up halls

Warm-up halls are a No Go Zone for the media. Access will not be authorised.

Podium training

All accredited media representatives have access to the official podium training sessions in the designated zones (photographer positions and media tribune). ENR card holders are accepted with cameras.

Kiss and Cry Area

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

Award ceremonies

After the playing of the national anthem, gymnasts are requested to face all directions, together, to allow photographers to take photos of all medallists.

24. PUBLICITY ON COMPETITION ATTIRE

Publicity and National Emblem Rules on attire and equipment must be strictly respected as per FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the Publicity form (Appendix 12) if deemed necessary by **May 11th, 2022** in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under "[Rules - Publicity](#)" for additional information, you may also contact Mr. Loïc Vidmer at vidmer@fig-gymnastics.org for further assistance if required.

25. ATHLETES' IMAGES FOR IMPROVED SPORTS PRESENTATION

The LOC will take pictures of athletes for their display on the screen by the sport presentation manager during the competitions.

The images will be shown on the scoreboards and video screen in the competition hall.

The photo session for all gymnasts will be organised during the podium training days at Competition Hall on June 8th and 9th. The gymnasts should follow the instructions of volunteers for this purpose.

26. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS

From the official date of arrival until the official day of departure of the event, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or e-mail a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

There will be one LOC Safeguarding Officer as well as one person from the FIG. The contacts will be communicated upon arrival of the delegations.

In addition, posters of the "10 Golden Rules of Gymnastics" – the FIG campaign to raise awareness about youth protection in Gymnastics - will be displayed in several locations, including training and warm-up halls and public zones.

27. CAMERAS AND VIDEO-RECORDING

Personal video and recording in the competition hall including **from the spectators' and delegation** seating is permitted solely for personal, private, non-commercial and non-promotional purposes. Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

28. SPONSOR ACTIVATION AREA

There will be a dedicated area for Sponsors, at level 1, near the spectators' entrance.

29. WEBSITES & SOCIAL MEDIA

- FIG website: www.gymnastics.sport
- LOC website: www.ginastica.org
- Facebook: <https://www.facebook.com/ginasticaportugal>
- Instagram: <https://www.instagram.com/ginasticaportugal/>
- Twitter: https://twitter.com/FGP_Ginastica
- Youtube: <https://www.youtube.com/user/ginasticaportugal>

30. MISCELLANEOUS

Currency:

The currency in Portugal is the Euro

Power supply:

Voltage 220 volts; frequency 50 Hz. An adapter might be needed.



GMT: UTC / GMT + 1Hr (WEST)

Temperature in June

Average minimum: 13,1 °C

Average maximum: 23, 8 °C

31. SUMMARY OF THE REMAINING DEADLINES

FOR THE FIG

| FIG Online Database | Deadline |
|-------------------------|--------------------------|
| Nominative registration | 11th of May, 2022 |

FOR THE LOC

| Information / documents / requests to be submitted to the LOC via Gyndata – LOC online platform) | Deadline |
|--|--------------------------|
| Visa request | 11th of May, 2022 |
| Meal's order | |
| Music Release form | |
| Music | |
| Pictures & passport copies to be send to the LOC | |
| Media accreditation | |

32. APPENDICES

- Appendix 1: Plans of the competition venue
- Appendix 2: Results of drawing of lots
- Appendix 3: Complete schedules (to be given later)
- Appendix 4: Order for podium trainings
- Appendix 5: Gymnast change of start list
- Appendix 6: Inquiry form
- Appendix 7: Gymnast Injury Report Form
- Appendix 8: Request for Accreditation Changes
- Appendix 9: Accreditation Release Form
- Appendix 10: Medical organization of the FIG competitions and events

Appendix 11: First Class Assistance for Athletes and Judges
Appendix 12: Publicity Form

Sincerely Yours,



Nicolas Buompane
FIG Secretary General