

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



26th FIG ACROBATIC GYMNASTICS WORLD CHAMPIONSHIPS

Antwerp (BEL)
13 – 15 April 2018



WORK PLAN

ID 15259

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FOREWORD

This workplan for the **26th FIG Acrobatic Gymnastics World Championships** to be held from 13 to 15 April 2018 in Antwerp (BEL) has been developed between FIG Headquarters, the FIG ACRO-TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2018):

- Statutes
- Technical Regulations
- Judges' Rules (General and Acrobatic Gymnastics Specific)
- Acrobatic Gymnastics Code of Points
- Acrobatic Gymnastics Tables of Difficulty
- Acrobatic Gymnastics Newsletters
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the Official FIG Competitions
- Doping Control Rules
- Regulations for Award Ceremonies
- Media Rules
- License Rules
- Code of Ethics
- *and subsequent decisions of the FIG Executive Committee and ACRO Technical Committee.*

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

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 Championships.

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

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FIG OFFICIALS

President	Morinari Watanabe
Secretary General	André Gueisbuhler
Deputy Secretary General	Nicolas Buompane
Technical Coordinator	Steve Butcher
Jury of Appeal President	Ali Al-Hitmi
Jury of Appeal Member	Jani Tanskanen
President of the Medical, Anti-Doping and Scientific Commission	Michel Leglise

FIG ACROBATIC GYMNASTICS TECHNICAL COMMITTEE (ACRO-TC) and SUPERIOR JURY

President	Rosy Taeymans
1 st Vice-president	Nikolina Hristova
2 nd Vice-president	Irina Nikitina
Member	Wieslawa Milewska
Member	Yuriy Goliak
Member	Frank Boehm
Member	Karl Wharton

FIG ATHLETE'S REPRESENTATIVE

ACRO	May Miller
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FIG STAFF

ACRO Sports Events Manager	Rui Vinagre
Sports Events Manager	Terhi Toivanen
Marketing and Communications Director	Olivier Strebel
Communications Manager	Meike Behrensen

Swisstiming – IRCOS

Swisstiming Team Leader	Nicola Colli
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2. LOCAL ORGANISING COMMITTEE (LOC)

<p>National Federation: Royal Belgian Gymnastics Federation</p> <p>Roodebeeklaan 44 1030 Brussels, Belgium Tel : + 32 9 243 12 00 Email: info@acrobatics2018.com Website: http://www.acrobatics2018.com/en Contact Person: Ilse Arys</p>	<p>Local Organising Committee: Organising Committee of the 26th FIG Acrobatic Gymnastics World Championships Gymnastiekfederatie Vlaanderen Zuiderlaan 13 9000 Ghent, Belgium Tel : + 32 9 243 12 00 Email: info@acrobatics2018.com Website: http://www.acrobatics2018.com/en Contact Person: Ilse Arys</p>
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ORGANISING COMMITTEE OFFICIALS

President LOC	Gilbert Vercammen
General Manager	Lode Grossen
Event Manager	Ilse Arys
Financial Manager	Sonja Deneyer
Competition Manager	Leen Foré
Judging Liaison	Diem Lebrun
Medical Manager	Dominique Verlent
Administration Manager	Tom Van Hecke
Accommodation Manager	Els Coppieters
Transport Manager	Eva Vandemeulebroecke
Catering Manager	Laetitia Breughe
Infrastructure & Security Manager	Jean Herrel
Human Resources Manager	Ruth Franceus
Marketing & Communication Manager	Delphine Gosseye
Press & Media Officer	Delphine Gosseye

Information Desk

The Information Desk will be located at the Antwerps Sportplais (AS) and will be in operation during all training, warm-up, and competition times.

Delegations' Mail Boxes will be set up at the Information Desk. All information regarding competition, warm-up and training, notification of meetings, transport, official functions, as well as FIG and LOC correspondences will be distributed via the delegations' mail boxes.

A special "Mail Box Card" will be issued to each Head of Delegation or his/her substitute. This card must be shown by the Head of Delegation or his/her substitute when collecting all information and results from their Delegation Mail Box. The delegation member designated to collect the information from the Delegation Mail Box will be required to sign for information collected.

Information will also be set up at the official hotels' lobbies. All inquiries should be directed to the Information Centre.

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.

Official Language / Translations

The Official Language will be English. Interpretation from and into any other language must be organized by the Delegations.

3. PROVISIONAL PROGRAMME *(subject to changes)*

Tuesday – 10 April		
All day	Arrival of delegations and Accreditation	Accreditation & infodesk in Antwerps Sportspaleis (AS)
Wednesday – 11 April		
08:10 – 17:40	Training and Podium Training as per Schedule	AS and Lotto Arena (LA) Information desk (AS)
08:00	Deadline to submit Tariff Sheets (if not uploaded)	
09:00 – 10:00	Orientation Meeting	Lotto Suite 1 (LA)
10:00 – 12:00	Judges Meeting <i>(followed by Longines Instruction)</i>	Judges' Meeting Room (LA)
13:00 – 19:00	Tariff Sheet evaluation	Tariff Sheets' Room (LA)
17:45 – 19:00	Athletes' Meeting	Lotto Suite1 (LA)
Thursday – 12 April		
08:10 – 17:32	Training and Podium Training as per Schedule	AS and LA
09:00 – 19:00	Tariff Sheet evaluation continues Athlete Measurements (after podium training)	Tariff Sheets' Room (LA) Measurements' room (LA)
14:00 – 16:00	FIG President Round Table	Suite Room 1 (LA)
16:00 – 17:30	Medical Round Table	Suite Room 1 (LA)
19:30 – 21:00	Welcome Reception	Felix Pakhuis (city center)
Friday – 13 April		
10:30	Judges Meeting	Judges' Meeting Room
11:15 – 11:25	Opening Ceremony	Lotto Arena
	Competition – Qualifications	
11:30 – 13:39	MP Balance / WG Dynamic	Lotto Arena
14:30 – 17:05	WP & MG Balance / MxP Dynamic	Lotto Arena
17:20 – 19:26	WG Balance / MP Dynamic	Lotto Arena
Saturday – 14 April		
09:15	Judges Meeting	Judges Meeting Room (LA)
	Competition – Qualifications	
10:00 – 12:09	MP Combined / WG Combined	Lotto Arena
13:00 – 15:31	MxP Balance / WP & MG Dynamic	Lotto Arena
	Competition – Final	
16:00 – 16:36	MP Combined	Lotto Arena
16:41 – 17:17	WG Combined	Lotto Arena
17:20 – 17:35	Award Ceremonies MP & WG	Lotto Arena

Sunday – 15 April		
10:15	Judges Meeting	Judges' Meeting Room (LA)
11:00 – 13:19	Competition – Qualifications MxP Combined / WP & MG Combined	Lotto Arena
13:21 – 13:35	Team Award Ceremony	Lotto Arena
15:00 – 15:27	Competition – Final WP Combined	Lotto Arena
15:32 – 16:08	MxP Combined	Lotto Arena
16:13 – 16:40	MG Combined	Lotto Arena
16:42 – 17:05	Award Ceremonies WG & MxP & MG and Closing Ceremony	Lotto Arena
20:30 – 01:00	Farewell Party	Horta Art Nouveau Room
Monday – 16 April		
All day	Departure of Delegations	Accordingly

4. PARTICIPATION RIGHT and ACCREDITATIONS

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 Championships and who are not on this list must send to the FIG offices (attention Mr. Loïc Vidmer at vidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated in English or French and must complete the “Form to be accredited as Medical Doctor or Paramedical staff at FIG Events” which can be downloaded from the FIG database after creating a profile for medical staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

FIG Accreditation rules have to be strictly respected. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Cards at all times.

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

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case.

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 (€ 200 / VIP €250).

Transferable access cards (TAC)

According to FIG Accreditation Rules, during competition days, to access Zone 1 (Field of Play - FOP) all coaches and medical personnel will need to present – in conjunction with their primary accreditation card – a TAC.

To access to Zone 3 (warm-up hall), team managers and heads of delegations will need to present – in conjunction with their primary accreditation card – a TAC.

All delegations will be allocated a number of Zones 1 and 3 TAC respecting FIG Accreditation Rules.

The TACs are only transferable **within** the NF's official delegation and **appropriate function**.

They can only be used in conjunction with the primary accreditation card.

Lost or stolen transferable cards shall not be replaced.

Accreditation Center

The accreditation center is located at the Antwerps Sportpaleis and open as follows:

Day	From...	Until...
10.04.2018	08:00	22:00
11.04.2018	07:30	18:30
12.04.2018	07:30	18:30
13.04.2018	09:30	19:45
14.04.2018	07:30	17:45
15.04.2018	09:00	19:30

The LOC will inform all delegations about the best moment to complete the accreditation process. Every delegation will receive an appointment to facilitate & speed up the accreditation procedure. If a delegation decides to complete the accreditation procedure at another moment, the LOC will try to help as soon as possible. The LOC however will give priority to those countries who arrive at the agreed time and those delegations who fulfilled their financial obligations.

If the photo has to be taken at the accreditation because none has been uploaded within the deadline or not sent in the official requested format, there will be a charge of €10 for each photo that has to be taken. (to be paid immediately at the time of the accreditation!)

The Accreditation Rule will be strictly applied, notably as far as the number of accreditations per federations is concerned. No additional accreditations may be issued without the prior approval of FIG (for changes after the on-line nominative registration, please refer to Appendix 1).

Any additional person is considered as a spectator and must buy entry tickets. Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

Control and Distribution of the Required Material

Upon accreditation Heads of delegations will be requested to present to the LOC the valid passport of all gymnasts and judges for proof of identity and control of Nationality. Delegations are requested to send a copy of all passports (pdf to administration@acrobatics2018.com) by March 14th.

Copies of these valid passports made by the LOC during accreditation will have a cost of 5€ per passport.

At accreditation, the Head of Delegation or his/her substitute must also:

- make any necessary payments (insurance, accommodation, etc.)
- show proof of the cover note or photocopy of the valid insurance policy
- check the correct names of their complete Delegation
- verify the accommodation and meal requirements (if applicable)
- verify the return flight schedules
- hand in a CD with the music of their Nation's national anthem (Appendix 3)
- confirm their national flag presented to LOC (Appendix 3)
- check the Music Forms sent by email (Appendix 5)
- check music's uploaded.

- check tariff sheets uploaded. If not uploaded online, hand in 1 copy of each of the official forms for Difficulty - Tariff Sheets (Appendix 4) with all exercises (Qualifications and Finals)

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

Tariff Sheets



We strongly request the delegations to upload the tariff sheets (.pdf format) by using the LOC's online registration system (in combination with the login & password received in December 2017). The delegations can use the following link: [upload tariff sheets](#) (.pdf format).

The deadline is the **11th of April until 8h00**. The upload will be checked upon accreditation.

If it is not possible to upload in the LOC's online registration system, the tariff sheets must be handed in at the time of accreditation or in any case before the deadline mentioned above.

The tariff sheets have to be correctly filled in with all requested information.

According to the ACRO Code of Points, the judges' "obligations prior to the competitions":

10.4 Prior to their submission, to assist their own national coaches to check all Tariff Sheets from their own federations.

Said that, please be sure that all tariff sheets are correct, so you may avoid any penalties.

In principle, no changes can be made to the Tariff Sheets. Changes will be accepted only in case of injuries/minor accidents or for other important reasons subject to approval by the FIG Superior Jury President.

Music

We strongly recommend the delegations to upload the music in .MP3 format by using the LOC's online registration system (in combination with the login & password received in December 2017). The delegations can use the following link: [upload music](#) (.mp3). The deadline is the **25th of March, 2018**. The upload will be checked upon accreditation.

During training and competition, coaches must have a backup CD or USB with them for each exercise (.mp3 format). Competitors and coaches are responsible for all copies of their music.

➔ CD: the following information has to be written on each CD (.mp3 format):

- WCH
- Category (MP – WP – MXP – MG – WG)
- Exercise (BAL, DYN, COM)
- Qualification and/or final (Q or F or QF)
- Country (abbreviation) + number (for example 'BEL1')

➔ USB: the name of each music file has to contain the following information (all music can be collected on 1 USB):

- WCH
- Category (MP – WP – MXP – MG – WG)
- Exercise (BAL, DYN, COM)
- Qualification and/or final (Q or F or QF)
- Country (abbreviation) + number (for example 'BEL1')

Example: WCH_MXP_BAL_QF_BEL1

Delegation Seating

The LOC will reserve a number of seats for the seating of the accredited delegation members in the competition venue. These seats will be available on a “first come first served basis”. Delegates will be requested not to sit in any other spectator seats within the arena unless permitted to do so by a representative of the LOC. Reserved places will also be put at the disposal of Press, Radio, Television, Photographers, authorized officials and guests of honours (Appendix 6).

Media Accreditations

For Media Accreditation procedures, please refer to point 22.

5. INSURANCE

The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.

The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation.

Each delegation is requested to send to the LOC (administration@acrobatics2018.com) a copy of their insurance, by 14 March 2018. Delegation members with insufficient insurance cover must inform the LOC in writing in advance but no later than 14 March 2018.

The LOC will subsequently offer insurance at the Federations own charge as follows:

- 5 EUR/person/day for illness and medical fees with a minimum of € 50 per contract (repatriation is included).

6. CHANGE OF START 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 gymnast(s) must be withdrawn or can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 2).
- 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 2).
- 60 minutes 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 (Appendix 2).

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 first day of Qualification.

In case a Federation withdraws a pair/group from the Qualification Round, the place in the starting order will not be taken by the next unit from the same Federation. I.e. if **ABC 1** is withdrawn, the **ABC 1** place will remain “empty”.

7. VENUE

Please refer to the directives for pictures, details, and the general plan of the Competition, Warm-up and Training Halls.

For general layout of the offices, seats, training area, warm-up area and Field of Play (FOP) please see Appendix 6.

8. TRANSPORTATION and VISA

Please refer to the directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and Deadlines. For earlier or later departures, please contact directly the LOC in order to discuss the local transportation possibilities.

Arrivals

The LOC personnel will be present at the arrival points with greeting signs. The Delegations will be requested to make its ways to meet with them.

Shuttle timetables will be provided to the Head of Delegation or his/her substitute upon arrival and accreditations will also be available at the Information Desk and on display at the official hotels.

Departures

If entitled, local transportation will be coordinated by the LOC from the Official Hotels to the departure area based on the information collected from the delegations. Each delegation will be asked to confirm the departure details of their members at Accreditation. A detailed schedule for departures will be distributed via the Delegation Mail boxes.

Phone Number

The transport office phone number is:



: +32 (0)468 27 15 75

9. ACCOMMODATION

FIG and delegations will be hosted on 9 locations according to the category they've made their reservations.

Category I:

1. Crowne Plaza Antwerp
2. Ramada Plaza Antwerp

Category II:

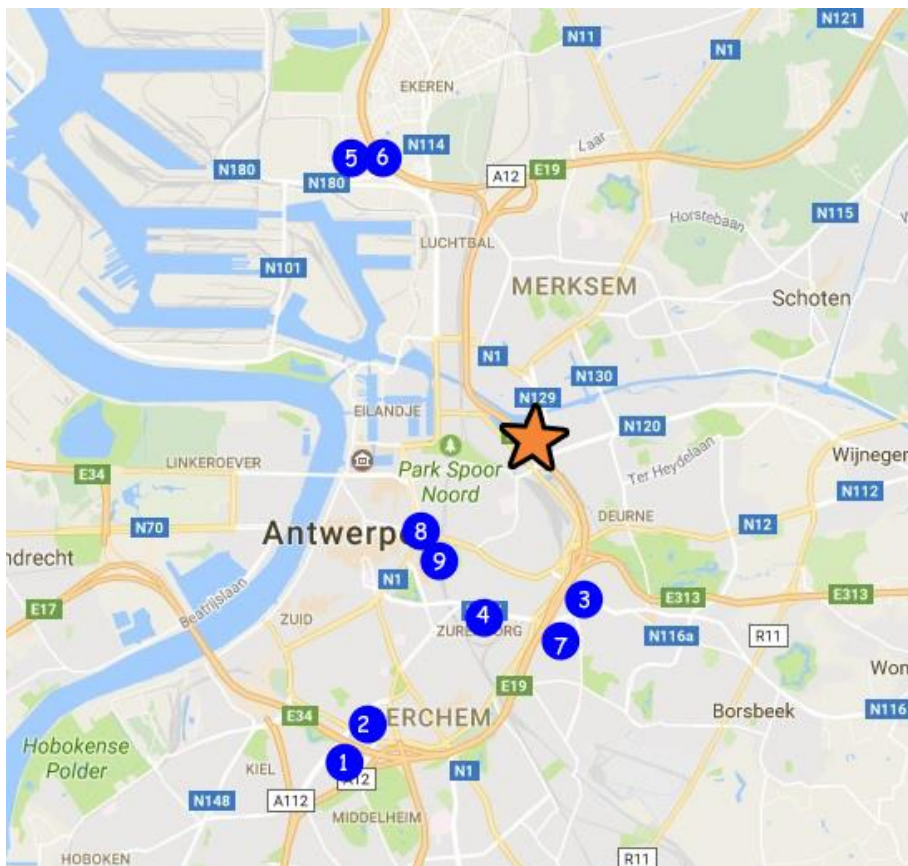
3. Van der Valk Hotel Antwerp
4. TRYP Antwerp Hotel
5. Novotel Antwerp

Category III:

6. Ibis Budget Port
7. Tulip Inn Antwerp
9. Ibis Budget Center

Category IV – Youth Hostel

8. Antwerp Student Hostel



For further information on selection of official Hotels, locations, payments coordinates and cancellation policy,... please refer to the Directives.

All extra services in the hotel (room service, drinks in the bar,...) are charged to the delegation members according to their use.

10. MEALS

Lunch & dinner will be provided in the training hall (Antwerps Sportpaleis).

Based upon the reservations and payment made by each Federation, the different meals arrangements will be made as mentioned in the Directives. All lunch and dinner reservations need to be made in advance through the LOC's online system by 07 March 2018, at the very latest.

A variety of hot and cold food in sufficient quantities will be guaranteed each day. Menus will be designed to be nutritious, tasty, and of excellent quality.

The LOC will provide the following:

- Free water for the delegations in the Training hall
- Free water for the delegations in the Warm-up hall
- Free water for the competitors in the Competition hall
- Small drinks, fruits, and snacks during competitions for the judges.

All inquiries concerning meals must be addressed directly to the LOC as they will be responsible for handling all corresponding issues.

Farewell Party

Accredited Delegation members (with the exception of media), who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Party.

This party will be held on 15 April 2018 at 20:30 and includes a “standing dinner”.

The location of the Farewell Party will be the Horta Art Nouveau Room (Hopland 2, 2000 Antwerp).

Bus transfers will be organized from and to the official hotels.

Dress code is casual.

11. TRAINING

Official training schedules

The official training schedules for the event are attached for your consideration (Appendix 7).

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

Early training opportunities

Delegations arriving earlier than the official arrival date are requested to contact the LOC in order to receive information on early training opportunities if needed (only for those delegations that book accommodation through the LOC). All costs related to these early trainings opportunities will have to be covered by the Federation concerned.

12. COMPETITION

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

Announcements, Roll Calls and March-in

During the competitions, the announcements will be made in English and Flemish.

The first roll call will be conducted in the warm up hall 7 minutes prior to the start of the respective competition. The second roll call will be conducted at the entrance of the competition hall (waiting area) 3 minutes prior to the start of the respective competition. The gymnasts must remain in position and may not leave within these 3 minutes.

The competitions will be held in accordance with the 2018 FIG Technical Regulations including Section 5 for Acrobatic Gymnastic, Reg. 3.3.

Competition

Based on the Definitive Registration entries and in accordance with the FIG Technical Regulations, the gymnasts' draw of lots was conducted on 23 January 2018 in Lausanne (FIG Headquarters) in the presence of FIG President Morinari Watanabe, FIG Secretary General André Gueisbuhler, FIG ACRO TC President – Rosy Taeymans and FIG ACRO Sports Manager – Rui Vinagre (see Appendix 8).

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Antwerp. The FIG, in consultation with the ACRO TC and the LOC reserves the right to apply

minor adjustments to the draw and starting order should the nominative registrations received generate organizational problems in terms of training, warm-up and competition schedules.

Team Ranking

To participate in the ranking by teams, NFs must be represented with 3 different categories including at least one pair and one group in Qualification. The delegations must announce the composition of their team, at the time of the Nominative Registrations, by filling in the form in Appendix 9.

Late information/changes will not be taken into consideration for the Team Event. The members of the Team will be announced on 15.03.2018, together with the Nominative Registrations.

The team classification is established on the basis of the overall placings over the 3 exercises performed in Qualifications by the declared team members. The 3 placings are converted into points as follows: If 19 National Federations participate in these World Championships, the first place get 19 points, the second place 18, the third place 17, etc. All categories get a uniform conversion regardless of the number of competitors in the event.

Competition Schedules

Please see Appendix 10.

The Competition Manager and the Floor Managers will be in charge of the competitions, warm-ups, and training areas.

All instructions given by them must be strictly observed all time (i.e. in relation with the marching in and out, Kiss & Cry).

13. KISS & CRY

As a kindly reminder the number of officials (coach and/or medical) authorized in the Kiss & Cry is:

- 1 unit and 1 official (with TAC only)

This rule has to be strictly respected; any violation of it will result in a fine.

14. FIG CERTIFIED APPARATUS

Manufacturer Supplier: Janssen Fritsen
Color: Routine area : Blue
Border : Blue
Reference number: 1790950

15. JUDGE'S PANELS, SUPERIOR JURY and JURY of APPEAL

According to the General Judges Rules and Acrobatic Gymnastics Specific Judges Rules, the draw for CJP was conducted in the FIG Headquarters by the ACRO TC President - Rosy Taeymans in presence of FIG Secretary General - André Gueisbuhler and FIG ACRO Sports Manager – Rui Vinagre.

Chairs of Judges Panels (CJP):

- Bernardo Tomás (POR)
- Carisa Laughon (USA)

Difficulty judges (DJ):

- Ward Hellemans (BEL)
- Carine Charlier (FRA)
- Leonid Vinnitsky (ISR)
- Tonya Case (USA)

Reference judges (RJ):

- Mia Romano (AUS)
- Inge de Swaef (BEL)
- Zhanna Yushko (BLR)
- Tracey Findlay (GBR)
- Igor Shtilvasser (ISR)
- Cindy de Mare (NED)
- Ana Zacarias (POR)
- Dmitri Vinnikov (RUS)

Execution and Artistry judges (E and A)

All E and A Judges for the respective Qualification Rounds will be drawn during the Judges' meetings.

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

Judges are requested to bring with them the Artistic and Technical judging forms (30 copies each). These forms are in Appendix 11.

Superior Jury

The Superior Jury will consist of the Technical President Mrs. Rosy Taeymans as President of the Superior Jury and six ACRO-TC members as follows (*can be adjusted on site*):

- Difficulty: Karl Wharton, Yuriy Goliak
- Execution: Wiesława Milewska, Frank Böhm
- Artistry: Irina Nikitina, Nikolina Hristova

Jury of Appeal

The Jury of Appeal will consist:

- Jani Taskanen – President
- Yousseff Al-Tabbaa – Member

16. SCORING

LONGINES will provide the official scoring equipment for these World Championships.

17. INQUIRY

Inquiries for the Difficulty score are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the score of the following gymnast or group is shown.

For the last unit of a category, this limit is one minute after the score is shown on the scoreboard. The person designated to receive the verbal inquiry has to note the time of receiving it and this starts the procedure.

A federation is not allowed to complain against a gymnast from another federation. Inquiries for all other scores (i.e. Execution and Artistry) are not allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and requires **an agreement of payment** of USD 300.-- for the first complaint; USD 500.-- for the second complaint and USD 1'000.-- for the third complaint (cash is not allowed). Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

Should the inquiry prove correct and is accepted, this sum will not be invoiced by FIG to the Federation. Otherwise, the sum will be transferred to the FIG Foundation. Every inquiry must be examined by the Superior Jury and a final decision (which may not be appealed) must be taken at the very latest:

- at the end of the group for the Qualifying competitions
- before the score of the following pair/group is shown for the Finals.

Additional information is laid down in the Technical Regulation, Section 1, Reg. 8.4.

Inquiry Form is attached. (Appendix 12).

18. CEREMONIES

Opening Ceremony

The Opening Ceremony will take place from 11:15 to 11:25 on 13 April 2018 in the Lotto Arena. Further detailed information will be given during the Orientation Meeting.

The Judges', Coaches' and Athletes' Oath will be read during the Opening Ceremony according to the Technical Regulations, 2018 edition, Reg. 7.12.1, 7.12.2 and 7.12.3.

Award Ceremonies

All award ceremonies will take place according to the General Programme and will be carried out in accordance with the FIG Regulations for Award Ceremonies. On the podium, awards will only be presented to the medal winners as follows.

Please ensure that your Federation's medallists are in time for the line-up prior to the ceremonies. The athletes must wear the correct competition attire for the Award Ceremony.

Closing Ceremony

The Closing Ceremony will take place immediately after the last award ceremony, on 15 April 2018.

19. MEDICAL SERVICES

The medical service is provided by the Local Organising Committee according to the FIG Rules "MEDICAL ORGANISATION OF THE FIG COMPETITIONS". Please refer to Appendix 13.

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

Please refer to Appendix 14 for the Gymnast's Injury Report Form.

The official hospitals are:

- ZNA Stuivenberg, Lange Beeldekenstraat 267, 2060 Antwerpen
- All orthopaedic injuries will go to the Orthopaedics Center SPM AZ Monica, Stevenslei 20, 2100 Deurne

20. ANTI DOPING CONTROL and THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, anti-doping control will be organized according to the valid WADA Code, Standards and FIG Anti-Doping Rules.

The anti-doping controls may take place at any time.

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

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

21. MEETINGS and INSTRUCTIONS

Orientation Meeting

The Orientation Meeting will be held on:

- 11 April 2018 from 09:00 to 10:00 at the Lotto Suite 1 in the Lotto Arena.

Important information concerning the detailed organisation of the World Championships (running of the competitions, award ceremonies) will be given by the LOC and the FIG. This Meeting will be held in English.

Delegation representatives have to attend this meeting with a max of 2 accredited members per delegation, including the Head of Delegation or a substitute.

Judges **may not** represent their country at the Orientation Meeting.

Participation is compulsory as per Technical Regulations, Section 1, Reg. 5.14. Unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

Judges' Instructions Meetings, Briefings and Draw

All the judges are required to take part in the instruction and at subsequent meetings in accordance with the schedule and location indicated under point 3 of this work plan. Judges who do not participate in the judges' instruction and meetings will not be authorized to judge; they will receive warnings and possibly other sanctions as well.

The draws of the Judges' Panels for the Qualification and for the Finals will be conducted by the Superior Jury.

The judges must respect the FIG dress code during the competitions.

Athletes' Representative Meeting

The FIG and its Athletes' Representative for Acrobatic Gymnastics – Ms. May Miller, would like to invite athletes from participating NFs to the Athletes' Meeting and share with them topics as "Technical Programme", wishes to modify some rules, etc.

The Athletes' Meeting will be held on 11 April 2018 at 17:45 at the Lotto Suite 1 in the Lotto Arena.

Gymnasts are very welcome up to a maximum of 4 gymnasts per NF. Some of the topics to be discussed in the meeting:

- Code of Points
- Qualification Systems (The World Games, Youth Olympic Games, etc)
- The future of Acrobatic Gymnastics
- Athletes concerns

A transport back to the hotels will be provided by LOC at the end of the meeting (for those who have booked accommodation through the LOC).

Superior Jury Meeting and Video Analysis

A continued evaluation of the judge's work will be carried out by the Superior Jury. This will be done by observation and scoring during the competitions and by a global video analysis after the competitions by the responsible members of the Superior Jury. In case mistakes are established, the guilty judges will be punished accordingly.

Longines scoring system

The Longines Instruction will be held in the FOP as mentioned in the general programme.

Medical aspects and fight against Doping Round table

The FIG Antidoping, Medical and Scientific Commission (Dr. Michel Leglise) invites all accredited National Federations' Medical doctors and Paramedical Staff to a round table to be staged on 12 April 2018 from 16:00 to 17:30 at the Lotto Suite 1 in the Lotto Arena.

This roundtable is meant to provide valuable information on medical aspects and fight against doping. Please complete the "Round table on Medical aspects and fight against Doping" form (Appendix 16) and return it to the FIG office (attention: Rui Vinagre / e-mail at rvinagre@fig-gymnastics.org) at the very latest by 06 April 2018.

FIG President Round Table

Presidents of Federations, Heads of Delegations, and maximum one additional guest (for a total of 3 Delegation members) are invited to participate in the Round Table presented by FIG President Morinari Watanabe to inform and discuss about his strategy. This FIG President Round Table will be held on 12 April 2018 from 14h00 to 16h00 at the Lotto Suite 1 in the Lotto Arena.

As prior registration is required, each federation is kindly required to send to FIG Office (attention: Rui Vinagre / e-mail at rvinagre@fig-gymnastics.org) the Appendix 17 by 06 April 2018

22. MEDIA and TV

Media accreditation

Media representatives of FIG member federations

The FIG delivers a limited number of media credentials (max. 2 ES-F and 1 EP-F) per federation to the communications staff of FIG member federations.

Media representatives as well as federations' communications staff can register online at <https://media.fig-gymnastics.com> in order to request media credentials for the World Championships. In addition, federations are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org.

Deadline: March 21, 2018.

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

Media Positions

Mixed Zone

After podium training sessions and competitions, gymnasts must exit the Field of Play (FOP) through the Mixed Zone. This is where journalists collect flash quotes from the competitors.

There is no obligation for a gymnast to stop in the Mixed Zone, however, cooperation with the press is most appreciated. To assist gymnasts to talk to the press, each participating federation may ask for one Mixed Zone Card. The cards are distributed onsite by the FIG Media staff.

Training halls

Media representatives are welcome in the training halls. However, they are kindly requested to remain in the designated areas (Zone 10) and not to disturb the training.

Warm-up halls

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

Podium training

All accredited media representatives have free access to the Field of Play during the official podium training sessions. ENR card holders are accepted with cameras.

Kiss and Cry Area

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

Award ceremonies

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

Publicity on competition attire – National Emblems

Publicity and national emblem rules on attire and equipment must be strictly respected as per the FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the online Publicity form (Appendix 15) if deemed necessary by 15 March 2018 in order to have it approved.

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

Medallist press conferences

When medallist press conferences are planned, the participation of the respective gymnasts is compulsory according to the FIG Technical Regulations 2018, Reg. 4.11.15. Federations are responsible for the proper and timely appearance of their medallists. Any federation whose athletes do not appear as stated above will be fined immediately for each infraction. The amount of the fine has been fixed by the FIG Council in 2002 at CHF 2'000.-.

The cancellation of a press conference is the responsibility of the FIG Media Operations Officer. In case a medallist is selected for doping control, he or she must attend the award ceremony and the press conference prior the control.

Athletes' images for improved sports presentation

Please refer to our official communication from 2018.

Television

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

Cameras and video recording

In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' and delegation seating is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and / or publishing any such video and / or sound recordings including on social media and the internet.

The only exceptions are the host broadcaster, rights holders and IRCOS cameras.

All exercises will be recorded in high definition by digital video cameras (IRCOS). The official FIG IRCOS footage will be available for sale to all FIG member federations.

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.

23. TOURIST INFORMATION

Ticketing - presale

Tickets for these World Championships can be ordered through the following link: <http://www.acrobatics2018.com/en/tickets>.

On WCH-competition days, tickets can be bought at the ticket booth in front of the Lotto Arena. (Please take into account that the prices will be higher here, due to extra administration costs)

Currency

The BEL currency is EURO

POWER SUPPLY

Most of the hotels in Antwerp have 220V electrical power.

The plugs are Type E.



Weather in Antwerp in April

Average minimum 10°C

Average maximum 15°C

Time (GMT)

During the event, Antwerp will be GMT + 1 Hr

Low emission zone in Antwerp

Since 1 February 2017, the entire city centre of Antwerp and part of Linkeroever are a Low Emission Zone (LEZ) to ensure that air in the city becomes even cleaner. The most polluting cars are no longer welcome in the city.

If you are planning to visit Antwerp by car, start by checking [here](#) whether your vehicle may enter the low emission zone. If your vehicle may enter the city, but it doesn't have a Belgian or Dutch number plate, then you will need to register your car first.

Does your car not meet the conditions for admission to the LEZ? Do you still want to drive into the city centre? Then you can purchase a LEZ day pass up to eight times a year.

Attention: road works in Antwerp!

If you are planning to travel to Antwerp by car, please keep in mind that there will be road works on the Antwerp Ring Road (R1) from the 9th of April (evening) until the 16th of April. Because of these road works EXIT 2 (Deurne) will be closed during the World Championships. In order to reach the event venue, you will need to take EXIT 1 (Merksem) on the main Antwerp Ring Road.

*The works on the Ring Road may cause traffic jams, so leave in time for the event!
Want to know the smartest way to get to Antwerp? Check [this website](#)!*

24. SUMMARY OF REMAINING DEADLINES

For the FIG

Registrations	Deadline
Nominative Registrations	14 March 2018
Return of Team Competition Form	14 March.2018
Media accreditation	21 March 2018
Return of Round Table with President Form	06 April.2018
Return of Medical Round Table Form	06 April.2018
Return of Tariff Sheets	See #4 of this Workplan
Return of Music Forms	25.March.2018 by email to rvinagre@fig-gymnastics.org

For the LOC

Registrations	Deadline
Accommodation (nominative)	14.March.2018
Meals (nominative)	14.March.2018
Travel Information (arrivals & departures)	14.March.2018
Proof insurance cover	14.March.2018
All payments	14.March.2018
E-mail passports to LOC	14.March.2018
Upload music (LOC system)	07 March 2018 until 25.March.2018
Upload tariff sheets (LOC system)	07 March 2018 until 11.April.2018 (08.00h)

Lausanne, 05 March 2018

Fédération Internationale de Gymnastique

André F. Gueisbuhler



Secretary General

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- Appendix 1: Request of Accreditation changes
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- Appendix 3: National anthem and Flag confirmation
- Appendix 4: Tariff Sheets
- Appendix 5: Music Form
- Appendix 6: Layout of Venue
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- Appendix 12: Inquiry Form
- Appendix 13: Medical Organization of FIG Competition and Events
- Appendix 14: Gymnast's Injury Report
- Appendix 15: Publicity Form