



**13<sup>TH</sup> FIG AER GYMNASTICS WORLD CHAMPIONSHIPS**

**CANCUN (MEX)**

**June 27-29, 2014**

**6<sup>TH</sup> FIG AER GYMNASTICS WORLD AGE GROUP COMPETITION**

**CANCUN (MEX)**

**June 23-25, 2014**



**WORKPLAN**

## Table of Content

### **PART I : ADMINISTRATION**

1.	Foreword .....	3
2.	Fédération Internationale de Gymnastique (FIG) .....	3
3.	Local Organising Committee .....	4

### **PART II : COMPETITIONS**

1.	Provisional Program .....	6
2.	Participation and size of the Delegations .....	9
3.	Nominative Registrations .....	9
4.	Venues and halls .....	9
5.	Training format and programme .....	10
6.	Competition format and programme .....	11
7.	Ceremonies .....	11
8.	FIG certified equipment .....	13
9.	Judges' Panels, Superior Jury and Jury of Appeal .....	13
10.	Scoring .....	14
11.	Inquiries .....	14
12.	Meetings and instructions .....	15
13.	Doping controls .....	16
14.	Prize money .....	16
15.	Round Table .....	16
16.	Athlete Meeting .....	17
17.	Workshop with Cirque du Soleil .....	17
	Summary of the remaining deadlines .....	17

### **PART III: OPERATIONS**

1.	Transportation .....	18
2.	Insurance .....	19
3.	Accreditations .....	19
4.	Delegation boxes .....	21
5.	Farewell banquet .....	22
6.	Accommodation .....	22
7.	Meals .....	22
8.	Medical Services .....	23

### **PART IV : MARKETING**

1.	Media .....	25
2.	Biographies .....	25
3.	Media Position .....	25
4.	Press Conference .....	26
5.	Publicity on competition attire .....	26
6.	Television .....	26
7.	Cameras and video recording .....	26
8.	Sponsor activation area .....	26
9.	Websites .....	26
10.	Miscellaneous .....	26

### **PART V : APPENDICES**

	List of appendices .....	27
--	--------------------------	----

## **PART I: ADMINISTRATION**

### **1. Foreword**

This Work Plan has been developed between FIG Office, the FIG AER-TC and the Organising Committee (LOC) of the 13TH FIG AER GYMNASTICS WORLD CHAMPIONSHIPS and the 6TH FIG AER GYMNASTICS WORLD AGE GROUP COMPETITION in Cancun in accordance with the following FIG regulations and rules (as valid in the year of the competition):

- Statutes (edition 2013)
- Technical Regulations (edition 2014)
- Judges' Rules (General and Aerobic Gymnastics Specific, edition 2013)
- Aerobic Gymnastics Code of Points (edition 2013-2016)
- Aerobic Newsletters
- FIG Apparatus Norms (edition 2014)
- FIG Advertising and Publicity Rules (edition 2013)
- FIG Rules for Accreditation (edition 2013)
- Medical Organization of the Official FIG Competitions (edition 2013)
- Doping Control Rules (edition 2013)
- Regulations for Award Ceremonies
- FIG Media Rules (edition 2014)
- FIG License Rules (edition 2012)

*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. 12.10 of the Technical Regulations).

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

### **2. Fédération Internationale de Gymnastique (FIG)**

#### **Coordinates of the FIG**

FIG – Fédération Internationale de Gymnastique

Contact persons: Mr. Alexandre Cola and Mrs Sylvie Martinet

Avenue de la Gare 12

CH-1003 Lausanne

SWITZERLAND

Telephone: +41 21 321 55 10 / Direct: +41 21 321 55 18 / 15

Fax: +41 21 321 55 29

E-mail: [acola@fig-gymnastics.org](mailto:acola@fig-gymnastics.org) and [smartinet@fig-gymnastics.org](mailto:smartinet@fig-gymnastics.org)

#### **FIG Officials**

President	Prof. Bruno GRANDI
Vice-president Responsible for Aerobic and representative of the Media Commission	Slava CORN
Vice-president - representative of the Medical Commission	Dr. Michel LEGLISE
EC Member	Alejandro PENICHE
Secretary General	André GUEISBUHLER

## **AER Technical Committee and Superior Jury**

AER-TC President	Mireille GANZIN
AER-TC Vice-president	Maria MINEVA
AER-TC Vice-president	Sergio GARCIA
AER-TC member	Hong WANG
AER-TC member	Tammy YAGI-KITAGAWA
AER-TC member	Svetlana LUKINA
AER-TC member	Maria FUMEA

AER Athletes' Representative	Aldrin RODRIGUEZ
------------------------------	------------------

## **FIG Staff**

FIG Deputy Secretary General	Nicolas BUOMPANE
FIG Sports Manager	Alexandre COLA
FIG Sports Manager	Sylvie MARTINET
Marketing and Communication Director	Olivier STREBEL
Media Officer	Philippe SILACCI
Media Operations	Blythe LAWRENCE
FIG Photographer	Volker MINKUS

## **TV – HOST BROADCASTER**

<b>FIG TV</b>	TV Coordinator and Producer	Jean-François ROSSE
	TV Producer and Cameraman	Didier HUMBERT
	TV Commentator	Mitch FENNER
<b>Host Broadcaster</b>	TV Director	Mauricio MEDINA
	Host Broadcast Producer and International Broadcast Liaison	Roberto VALENCIA

## **Swisstiming – IRCOS**

Swiss Timing Team Leader	Christophe PITTET
Swiss Timing	Nicola COLLI
Swiss Timing	Frédéric JOLIDON
IRCOS Technician	Benoît GRANDCLEMENT
IRCOS Cameraman	Hervin GENEY

## **3. Local Organising Committee**

### **Coordinates**

#### **The LOC of the 2014 Aerobic World Championships and World Age Group Competition**

FEDERACION MEXICANA DE GIMNASIA

Contact person: Ms. Naomi Valenzo

Ciudad Deportiva, Puerta 9

Colonia Ex-Ejido Magdalena Mixhuca

08010 MEXICO, D.F.

Mexico

Tel: + 52.55.56575681

Fax: +52.55.56575681

e-mail: [info@fmgimnasia.org.mx](mailto:info@fmgimnasia.org.mx)

website : [www.fmgimnasia.org.mx](http://www.fmgimnasia.org.mx)

## LOC Officials

<b>Supervisory Board</b>	
Honorary President and Patron	Jesús MENA
Co-presidents	Carlos PADILLA Othón DÍAZ
<b>Local Organizing Committee</b>	
President	Gustavo SALAZAR
Technical affairs	Isaac MARTÍNEZ
Competition Director	Naomi VALENZO
Media Officer	Lorenzo RODRÍGUEZ
Chief Medical Officer	Juan Manuel HERRERA
Accreditation/Information desk	Isaac MARTÍNEZ
Transport	Javier GASCA
Finance	Lorena GALÁN
Accommodation	Victor ZARZA
Volunteer Managers	Rodolfo CASTELLANOS
Ceremonial & Protocol	Cristina DESENTIS
Judging Liaison	Luis JIMÉNEZ

## LOC Office

The LOC Office will be located in the competition venue and will be in operation from June 17-23, 2014 from 08:00-21:00

From June 24<sup>th</sup>, 2014 the LOC office will be in operation from one hour before the start of all training, warm-up, and competition times until half an hour after the last training session and one hour after the competition.

The LOC phone number is as follows: will be given at accreditation time

**Emergency number** (out-of-office hours):

+52 55 4618-7257

+52 55 4618-1379

+52 55 4618-5481

## PART II: COMPETITIONS

### 1. Provisional general program

DATE / TIME	DESCRIPTION	LOCATION
Wednesday June 18	Arrival of FIG AER TC (8) and FIG sport dpt staff (2)	
Thursday June 19	TC meeting and preparation, day 1 LOC and FIG Staff meeting	Moon Palace
Friday June 20	Optional arrival WAGC overseas delegations TC meeting and preparation, day 2 LOC and FIG Staff meeting	Moon Palace Moon Palace
Saturday June 21	Official arrival of WAGC delegations TC meeting and preparation, day 3 LOC and FIG Staff meeting	Moon Palace Moon Palace
Sunday 22 June 09.00 / 10.00	Orientation meeting WAGC Podium training WAGC as per schedule	Judge's meeting room FoP
10.30 / 12.30	Judge instruction WAGC (ART)	Judge's meeting room
12.30 / 13.00	Scoring system instruction	FoP
13.00 / 14:00	Opening ceremony rehearsal (presentation of nations)	FoP
14.00 / 16.00	Judge instruction WAGC (EXE)	Judge's meeting room
16.00 / 18.00	Judge instruction WAGC (CJP & DIFF) Optional arrival WCH overseas delegations	Judge's meeting room
Monday June 23 11.00 – 11.30 11.00 / 18.00	Opening Ceremony WAGC Qualifications WAGC day 1 Official arrival WCH delegations	FoP FoP
Tuesday June 24 09.00 / 10.00 11.30 / 17.30	Orientation meeting WCH Qualifications WAGC day 2 Training WCH	Judge's meeting room FoP Training hall/ FoP
Wednesday June 25 09.30 – 15.50 All day 15.50 – 16.15	Finals WAGC Training WCH Last arrival day Judge WCH Closing WAGC Farewell WAGC	FoP Training hall/ FoP FoP Moon Palace

Thursday June 26	Podium training WCH as per schedule	FoP
09.00 -12.00	Workshop session 1	
09.00 -13.30	Judges' instruction WCH (ART / EXE / SCORING)	Judge's meeting room
14.00 -16.00	Podium training WCH	FoP
14.00 -16.00	Judges' instruction WCH (CJP / DIFF)	Judge's meeting room
16.00 -19.00	Workshop session 2	
	Official departure of WAGC	
Friday June 27		
13.00 – 13.30	Opening Ceremony WCH	FoP
10.:30 – 18.15	Qualifications in IW, Trio and AD	FoP
10.:30 - 19.30	Athlete Meeting	Judge's meeting room
Saturday June 28		
10.00 – 13.30	Qualifications in IM and MP	FoP
14.30 – 15.45	Qualification in GR and AS	FoP
15.55 – 16.00	Award for Team ranking	FoP
17.45 – 18.40	Finals in IW and Trio	FoP
19.00 – 19.25	Final AD	FoP
Sunday June 29		
10.00 – 12.00	Round table	Judge's meeting room
15.00 – 17.25	Finals in IM, MP, GR and AS	FoP
17.30 – 18.30	Closing Ceremony and show performance	FoP
	Farewell	Moon Palace
Monday June 30	Official departure of Delegations WCH	
	TC Video analysis	Moon Palace
Tuesday July 1	TC Video analysis	Moon Palace
Wednesday July 2	Departure of TC AER	

*\*All timings are subject to slight alterations*

## **2. 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 web site. Medical personnel seeking accreditation for these World Championships and World Age Group Competitions and who are not on this list must send to the FIG offices (attention Mr. Loïc Vidmer at [vidmer@fig-gymnastics.org](mailto:vidmer@fig-gymnastics.org)) a copy of his/her medical certificate/diploma duly translated in English and complete the "Medical Personnel - form 2013" which can be downloaded from the FIG web site or requested at the FIG Offices 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.

For additional and supplementary accreditation, please refer to the directives in terms of persons/functions entitled to receive such accreditations, deadline to submit their request as well as financial information

For Media Accreditations, please contact directly the FIG Media Officer, Mr. Philippe Silacci (at [psilacci@fig-gymnastics.org](mailto:psilacci@fig-gymnastics.org)).

### **3. Nominative Registrations**

#### **On-line Nominative Registrations**

The nominative entries must be completed by entering the composition of the delegation on-line (by using the National Gymnastics Federations login and password) by **May 21<sup>st</sup>** at the very latest as follows: <https://www.fig-gymnastics.com/database>. Missing or late nominative entries will be fined with CHF1'000.-. Incomplete or incorrect on-line nominative registrations will be refused by the FIG.

Please note that the order of filling in the Nominative entry form will establish 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 3)

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

At the time of the Nominative registration the Delegations who would like to take part in the Team ranking (only for the World Championships) must announce the composition of their team using Appendix 12, by the given deadline of May 21<sup>st</sup>.

#### **FIG Licences**

The licenses' applications must be made four (4) weeks at the very latest prior to the validity date required in order to be considered by the FIG. Licenses' applications received after this deadline will not be considered for these World Championships and World Age Group Competition and the gymnasts concerned will not be authorized to compete. Athletes whose license is expiring should consider renewing their licenses in due time.

The on-line Nominative registrations will not be possible for gymnasts who have no license valid at the time of the competition.

Should the name of athletes not to be found in the drop-down menu during the on-line Nominative registration, it will mean that these athletes have not yet received a valid FIG license and they will not be allowed to compete.

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

#### **Judges' Brevets**

Only judges with the appropriate and valid category of Brevet for their function for this XIII Cycle (2013-2016) will appear in the drop-down menu. Should Federations not find the name of their judges in the drop-down menu during the on-line nominative registration, it will then mean that these judges do not currently hold a valid category of brevet for their function for this XIII Cycle (2013-2016) and will not be authorized to judge in Cancun.

#### **Gymnast's Age Limit**

##### **World Championships and AER Dance and AER Step Competition:**

Senior: 18 years old in the year of the event (born 1996 and before)

##### **World Age Group Competition:**

Age Group 2: 15-17 years old in the year of the event (born in 1999 – 1997)

Age Group 1: 12-14 years old in the year of the event (born in 2002 - 2000)

## Music

The participating Federations taking part in these World Championships, as well as in the World Age Group Competition will have to confirm that the music used does not violate any copyrights and that it can be broadcasted within sports by filling in the Music release form (Appendix 5 from the Directives). The Music release form should be filled for each routine and sent to the LOC not later than **May 21<sup>st</sup>, 2014**.

The member Federation will have to bring their own CDs to Cancun (2 copies to be given at the accreditation) for each routine and a 3<sup>rd</sup> one, to be used for training.

Music must be sent to: [aer2014@fmgimnasia.org.mx](mailto:aer2014@fmgimnasia.org.mx) as soon as possible but no later than **June 10**.

Format must be: mp3

Note: The best way to send the music is by sending the link from where LOC can download the music (ex. cloud, dropbox, etc.)

Every music must be named as follows in English: Name of the Federation, the Category/Age group, the Names of the gymnast/s and the exact length of the music (from the first to the last tone of the music). Maximum size: 10 Mb

(for example: Mexico, IW/AG 12-14, LASTNAME Firstname, length: 1'28").

Federations must also bring their CD at accreditation as mentioned further down.

## 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 6 and Appendix 10 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 6 and Appendix 10 if needed).
- After 24 hours prior to the beginning of the respective Qualifications, no accreditations can be changed.
- 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 6.).
- 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".

## 4. Venue and halls

### Competition Venue details

The general layout will be given later and / or at accreditation, with all zones and circulation.

## Competition and Podium Training Hall

Competition Hall Warm-up Hall Training Halls	Moon Palace Arena Carretera Cancun-Chetumal Km. 340 CP. 77500 Cancún, Quintana Roo México Tel : 1-800-635-1836 / 1-800-346-8225 <b>Website :</b> <a href="http://www.moonpalacecancun.com/spa">http://www.moonpalacecancun.com/spa</a>
--	--

### **Competition hall**

The general layout will be given later and / or at accreditation, with all zones and circulation.

### **Training and Warm-Up hall**

The warm-up hall, training hall and specific warm-up area are also located in the "Moon Palace Convention centre.

The **training hall** is divided in different zones and will have 5 aerobic floors

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

## **5. Training format and programme**

### **Official Training Schedule**

The Official training schedules have been structured in groups and subdivisions in accordance with the Technical Regulations

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

Detailed schedules will be send 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 halls.

During the trainings in the training halls athletes will have to use their personal 3<sup>rd</sup> copy of CDs.

### **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 CDs handed during the Accreditation will be played.

In order to be well prepared and not loose time, each Federation is requested to fill in the attached "Order for training" form (Appendix 5) and present it to the LOC during the Accreditation.

### **Training for finalists**

This training is available only for Individuals/pair/groups qualified to finals both in Age Group and Senior competition. Training will be available as follows:

- 24<sup>th</sup> June 2014 – WAGC – IM1 / TR1 / GR1 and IW2 / MP2.

- 28 June 2014 – WCH – IW / TR / AD

- 29<sup>th</sup> June 2014 –WCH – IM / MP / GR / AS

After the qualification a training timetable for FINALISTS will available at the information desk

## 6. Competition format and programme

---

### General Principles

The Competition Director 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.).

During the entire competition, the gymnasts, judges and coaches are absolutely prohibited from using cellular phones and other electronic devices.

### 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 Cancun.

At the completion of the Qualifications, a list of the qualified gymnasts (IM / IW / MP / TR / GR) for the Finals for the World Age Group Competition and a list of the qualified gymnasts (IM / IW / MP / TR / GR / AS / AD) for the finals of the World Championships will be published and distributed to the Federations and entities concerned in their respective boxes.

### 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.

### Team ranking / Competition for the World Championships

The team ranking list will be established at the end of the qualification competitions adding the 5 best places (ranking) from:

- **the 4 best places** (ranking) from Aerobic Gymnastics : Individual Men or Individual Women, Mixed Pair, Trio, Group,
- **the best place** (ranking) from Aerobic Dance or Aerobic step.

The Federation with the lowest total of ranking places wins the team event.

Medals will also be given to the best Individual Men and Individual Women of the medal winning teams.

### Finals

The best eight Individual IM / IW / MP / TR / GR / AS / AD from the Qualifications of the World Championships will qualify for the Finals.

The winner of the Finals in each category is declared FIG World Champion.

The best eight Individual IM / IW / MP / TR / GR from the Qualifications in each category of the 2 Age Groups will qualify for the Finals with a maximum of two units per Federation.

The winner of the Finals in each category and in each Age Group will be declared FIG World Age Group Competition Champion.

## 7. Ceremonies

---

**For all presentations of nations and Opening ceremonies**, all competitors must wear their National track suit.

### **Presentation of Nation (8 counts)**

The 8-count will take place according to the general program.

Rehearsals will take place during the rehearsals for the Opening Ceremonies as mentioned below.

### **Official Opening Ceremonies**

#### **World Age Group Competition:**

The Official Opening Ceremony for the World Age Group Competition will take place on Monday June 23<sup>rd</sup>, 2014 from 11:00 to 11:30 in the Moon Palace Convention Centre – official podium.

All Nations taking part in the World Age Group Competition have to take part at the Official Opening Ceremony.

The Nations will be presented by the competitors during 16 counts (two eights). The delegations will have to nominate a flag bearer at the time of the accreditation.

Further detailed information will be given during the Orientation Meeting.

Rehearsal will take place on Sunday June 22<sup>nd</sup>, 2014 from 13:00 to 14:00 in the Moon Palace Convention Centre – official podium. All Nations taking part in the World Age Group Competition should be presented and take part in the rehearsal for the Official Opening Ceremony.

#### **World Championships:**

The Official Opening Ceremony for the World Championships will take place on Friday June 27<sup>th</sup>, 2014, from 13:00 to 13:30, in the Moon Palace Convention Centre – official podium.

All Nations taking part in the World Championship have to take part at the Official Opening Ceremony.

The Nations will be presented by the competitors during 16 counts (two eights). The delegations will have to nominate a flag bearer, at the time of the accreditation.

Further detailed information will be given during the Orientation Meeting.

Rehearsal will take place on Tuesday June 26<sup>th</sup> from 13:00 to 14:00 in the Moon Palace Convention Centre – official podium. All Nations taking part in the World Championship should be presented and take part in the rehearsal for the Official Opening Ceremony.

### **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, AER Dance Groups and AER Step Groups: ranked 1<sup>st</sup> to 3<sup>rd</sup> in the World Championships, World Age Group and Team Ranking.
- All gymnasts of the team ranking competition for the World Championship (1 Individual Men, 1 Individual Women, 1 Mixed Pair, 1 Trio and 1 Group, AER Dance or AER Step) in the respective teams, as registered during the Nominative entry are invited to attend – ranked 1st to 3rd.

The teams or individual gymnasts will be required to wear the correct competition attire.

It is the responsibility of the gymnast/National Federation to be ready on time for the award ceremony as advised according to the schedule.

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

The national flags of the best 3 individual gymnasts, pairs, groups, teams will be hoisted and the national anthem of the top team or individual gymnast will be played.

### **Closing Ceremonies**

#### **World Age Group Competition**

The Closing Ceremony will be part of the final session on Wednesday June 25<sup>th</sup> 2014 from 15:50 to 16:15 in the Moon Palace Convention Centre – official podium.

Rehearsal for the Closing Ceremony will take place  
Sunday June 22<sup>nd</sup> 2014 from 13:00 to 14:00 in the Moon Palace Convention Centre – official podium.

### **World Championships**

The Closing Ceremony will be part of the final session on Sunday June 29<sup>th</sup>, 2014 from 16:25 in the Moon Palace Convention Centre – official podium.

Rehearsal will take place on Tuesday June 26<sup>th</sup> from 13:00 to 14:00 in the Moon Palace Convention Centre – official podium.

### **8. FIG certified equipment**

The FIG Certified Manufacturer Supplier for these competitions will be Gymnova, Reference name: Cancun.

The final layout of the competition venue will be given later and/or at accreditation..

LOC will provide 40 steps which will be available for training and competition, which will be shared between all Aerobic Step Teams

The steps will have the following measurements:

Height: 155 mm

Length of the upper surface: 10000 mm

Width of the upper surface: 355 mm

Length of the base: 11000 mm

Width of the base: 390 mm

Weight: 6.3 kg



Federations may also bring their own steps.

### **9. Judges' Panels, Superior Jury and Jury of Appeal**

For all draws, please refer to AER specific Judges rules, edition 2013.

#### **World Championships and World Age Group Competitions**

The Chairs of Judges' Panels, Difficulty Judges and Reference Judges for the World Championships have been communicated to the respective National Federations following the AER TC meeting in Lausanne (SUI) in February 2014.

##### **• Panel A: AG1 (all categories) / IM, TR, GR, Aerobic Dance for WCH**

CJP: Cristina CASENTINI (ITA) / D: Karine COLOMBIER (FRA) and You Ping WANG (CHN)

RE: Bok Hee PARK (KOR) and Naoki TAKAHASHI (JPN)

RA: Judith KOVACS (HUN) and Violeta MASIULIENE (LTU)

##### **• Panel B: AG2 (all categories) / IW, MP, Aerobic Step for WCH**

CJP: Cristina PHILIPPI (AUT) / D: Young Hee SONG (KOR) and Alina DRAGAN (ROU)

RE: Vladislav OSKNER (RUS) and Laura VIVEROS MANJARREZ (MEX)

RA: Robert CEPULIS (LTU) and Luisa RIGHETTI (ITA)

All E- (4) and A- Judges (4) together with the Line and Time judges for the respective Qualifications will be drawn the day of each competition.

In the draw of the judges for the Finals, if possible, only E-, A-, Line- and Time 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:

President:	Mireille GANZIN
Assistant:	Aldrin RODRIGUEZ
Superior Jury in Artistic	Tammy YAGI-KITAGAWA
	Sergio GARCIA
Superior Jury in Execution	Maria MINEVA
	Hong WANG
Superior Jury in Difficulty	Maria FUMEA
	Svetlana LUKINA

### **Jury of Appeal**

The Jury of Appeal will consist of two members of the Executive Committee 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.

Discipline	President	Member	Member
AER	Alejandro PENICHE	Slava CORN	To be named on site if required

## **10. Scoring**

Longines/Swiss Timing will provide the official scoring equipment for these World Championships. The Longines/Swiss Timing equipment will be used for the data management of the start lists, scores and results. IRCOS will be available for the WCH.

For the World Age Group Competitions the system from Mexican Gymnastics federation will used. The system ANTAH will be used.

In case of inquiries, the Mexican Gymnastics Federation will provide the necessary system.

## **11. Inquiries**

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.

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 unit from another Federation. Inquiries for all other marks (i.e Execution, Artistic)/score will not be allowed.

The inquiry will have to be confirmed as soon as possible in writing (Appendix 7), but within 4 minutes at the latest after the verbal inquiry.

Payments on spot are not advised nor recommended. FIG will send, after the event the necessary invoices corresponding to USD 300.- for the first complaint, USD 500.- for the second complaint and USD 1'000.- for the third complaint.

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

Should the inquiry prove to be correct and be accepted, this sum will be reimbursed. Otherwise, the sum will be transferred to the FIG Foundation.

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.

See *Technical Regulations, Section 1, Reg. 8.4*

An "Inquiry" card will be issued for each Delegation for presenting to the person designated responsible for receiving inquiry.

## **12. Meetings and instructions**

### **Orientation Meeting**

Please refer to the General Schedule as shown in section 1.

The Orientation meeting for the World Age Group Competition will take place on Sunday June 22<sup>nd</sup>, 2014 from 09:00 to 10:00 in Moon Palace "Old Convention Center" at Ground floor.

Please note that attendance is compulsory for every delegation with maximum 2 representatives, one being the Head of Delegation (or his representative) and a member from the WAGC delegation.

The Orientation meeting for the World Championships will take place on Tuesday June 24<sup>th</sup>, 2104 from 09:00 to 10:00 in Moon Palace "Old Convention Center" at Ground floor.

Please note that attendance is compulsory for every delegation with maximum 2 representatives, one being the Head of Delegation (or his representative) and a member from the WCH delegation.

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

Important information about the organization of these Championships will be given by the LOC and the FIG. This Meeting will be held exclusively in English. 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**

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

Each judge will be required to bring his/her Judges' Log. The logbooks will be collected during the Judges' Instructions and will be returned at the end of the competitions.

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.

The judges must respect the dress code mentioned in the Code of Points.

The judge's instructions, meetings and draws will be held in the judges meeting room in Moon Palace "Old Convention Center" at Ground floor for specific timing, please refer to the general program

### **TC Meeting and Video Analysis**

A continues evaluation will be carried out by the Superior Juries (Technical Committee). 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, Longines, Swiss Timing Instructions**

The scoring Instruction for the WAGC will be held on the FOP as follows:

WAGC	June 22 <sup>nd</sup> 2014	Sunday	12:30	Moon Palace Convention centre, judges position
------	----------------------------	--------	-------	--

The Longines Instruction for the WCH will be held on the FOP as follows:

WCH	June 24 <sup>th</sup> 2014	Tuesday	13:00	"Moon Palace Convention centre, judges position
-----	----------------------------	---------	-------	---

### 13. Doping controls

Under the supervision of the FIG, doping control will be organized by the LOC during these World Championships and World Age Group Competition in accordance with the valid FIG-WADA Doping Control Regulations. The doping controls may take place at any time during the training, podium training, or competition times.

### 14. Prize money

The following Prize Money in CHF will be allocated to the medalists for the World Championships only:

<b>Ranking</b>	<b>AER IM/IW/MP/Trios (per medallist)</b>	<b>Groups (per group)</b>	<b>AER Step (per group)</b>	<b>AER Dance (per group)</b>	<b>Team Ranking (per team)</b>
<b>1st</b>	1'500.-	3'000.-	3'000.-	3'000.-	5'000.-
<b>2nd</b>	1'000.-	2'000.-	2'000.-	2'000.-	3'000.-
<b>3rd</b>	500.-	1'000.-	1'000.-	1'000.-	2'000.-
<b>Total</b>	21'000.- (3'000.- x 7)	6'000.-	6'000.-	6'000.-	10'000.-
<b>Grand Total</b>	<b>CHF 49'000.-</b>				

Additional Prize Money / Support paid by FIG according to the Team ranking (in USD)

<b>Ranking</b>	<b>Amount</b>
<b>1st</b>	5'000.-
<b>2<sup>nd</sup></b>	3'000.-
<b>3rd</b>	2'000.-

In case of a tie the prize money of the respective ranking are added and divided by the number of tied units. Example:

Ranking: 1. Gold - Gold (tie)  
2. -  
3. Bronze

The prize money for rank 1 and 2 are added and divided by 2.

Ranking: 1. Gold  
2. Silver – Silver (tie)  
3. -

The prize money for rank 2 and 3 are added and divided by 2

### 15. Round Table

For your information a round table will take place on Sunday June 29<sup>th</sup>, 2014 from 10:00 to 12:00 in the Moon Palace Convention centre – Orientation Meeting room.

The Round Table will be directed by the FIG EC member responsible for the discipline, Mr. Alejandro Peniche, the FIG AER TC President Mrs. Mireille Ganzin and the TC members. The meeting will be attended by the FIG President, Pr. Bruno Grandi, FIG Vice Presidents Ms. Slava Corn and Dr Michel Léglise, accompanied by FIG Secretary General Mr. André Gueisbuhler.

The round table is open for maximum 2 representatives per Federation.

## 16. Athlete's meeting

---

The FIG and its Athletes' Representative for AER would like to invite athletes from all participating Federations to a meeting during these World Championships as follows:

June 27, 2014	<b>Friday</b>	18:30 – 19:30	Judge's room/ meeting room	Orientation
---------------	---------------	---------------	-------------------------------	-------------

There is no limitation in the participant's number per federation.

## 17. Workshop with Cirque du Soleil

---

Please refer to the communication sent on May 8<sup>th</sup>. Additional information will be given later.

## Summary of the remaining deadlines

---

### **FOR the FIG**

Online Registrations (FIG web site)		Closing Date
Nominative Registration		21.05.2014
Confirmation of team ranking participation		21.05.2014 by email, app 12.

### **FOR THE LOC**

Paper Forms (to be sent to the Local Organizing Committee)	Deadline
Music Release form	21.05.2014
Music to be send to the LOC	31.05.2014
Pictures to be send to the LOC	31.05.2014

Insufficient Insurance Cover	Deadline
Written information to the LOC	21.05.2014

## **PART III: OPERATIONS**

### **1. Transportation**

#### **Visa**

Please refer to the information given in the directives.

#### **International Transportation**

The travel to Cancun 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.

*In case of heavily delayed or cancelled flights, please call:*

+52 55 4618-7257, +52 55 4618-1379, +52 55 4618-5481

[info@fmgimnasia.org.mx](mailto:info@fmgimnasia.org.mx)

#### **Arrival and departure in Cancun**

Accredited team delegations who:

- will stay at one of the official hotels
- have booked their accommodation through the LOC
- will arrive on the official arrival days – either overseas or normal arrival day for the WAGC and the WCH
- has filled-in and returned to the LOC their “travel schedule” paper form for arrivals and departures by the date of May 21<sup>st</sup>, 2014 at the very latest,

will be provided with local transport from Cancun Airport to the Accreditation Center and then to the official hotels based on the information received. This service from the airport to the Accreditation Center and official hotels will be guaranteed by the LOC. Upon receipt of the schedules, 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 program, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

LOC personnel will be present at the airport with greeting signs. Upon arrival, the Delegations will thus be requested to make their way to meet with them.

For earlier or later arrival, please contact directly the LOC in order discuss the local transportation possibilities.

For those Delegations or member of Delegations that do not depart on the official departure days upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

#### **Shuttle Service**

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

- Non-accredited persons
- Accredited persons who will not stay at one of the LOC official hotels
- Accredited persons who have not booked their accommodation through the LOC

A shuttle service will be available for the local transportation of all accredited persons (if applicable) from the official hotels to the training, warm-up, and competitions venues (following the competition, warm-up, training and meeting schedules) as well as to any other official activities and back as needed.

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

The transport office phone number will be as follows:



+52 55 4618-7257, +52 55 4618-1379, +52 55 4618-5481  
[info@fmginmasia.org.mx](mailto:info@fmginmasia.org.mx)

## 2. 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.

The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy) **in ENGLISH**.

Delegation members with insufficient insurance cover must inform the LOC in writing in advance but by no later than May 25<sup>th</sup>, 2014.

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

45 USD including all the official days.

Note: The insurance will cover only official activities of the WCH and WAGC such trainings, competitions and routes of local transportation. Additional activities such leisure or tourism will not be covered.

## 3. Accreditation

---

### Procedure

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.

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 their coaches and their medical staff as well as their team manager or Head of delegation with transferable access card. The accreditation card is also necessary to pass the security controls and have access to lunches and dinners. If lost or stolen, a new accreditation card can be purchased for the price of 200 CHF.

The LOC will reserve seats for the seating of the accredited delegation members in the arena. 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.**

Reserved places will also be put at the disposal of Press, Radio, Television, Photographers, authorized officials and guests of honors.

Transferable Access Cards

Please refer to FIG Accreditation rules and the directives.

### Accreditation center

Accreditations will be distributed at the accreditation centre upon arrival of the Delegations.

For those delegations arriving with the overseas option as per the general program, the accreditation will be done only on the official arrival day – from 08:00-21:00 h.

The Accreditation Rules will be strictly applied, notably as far as the number of accreditations per Federations is concerned. No further accreditations may be issued (for changes after the on-line nominative registration, please see the “Request for Accreditation Changes - Cancellations” form - Appendix 10). Any additional person is considered as a spectator. Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

*“All types of misuse of an accreditation (e.g. zone, time, transfer, etc.), lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case. Obtaining an accreditation incorrectly (e.g. accrediting gymnasts as officials, accrediting persons under a false function, obtaining more accreditations than foreseen in the Technical Regulations or these rules, etc.) will lead to the same sanctions, but the FIG reserves the right for heavier sanctions, such as disqualification and/or taking the case to the Disciplinary Commission”.*

In order to accelerate the process of the accreditation each delegation is asked to email to the LOC, a photo of each member of the delegation (Head of delegation, Team Manager, gymnasts, judges, coaches, medical staff, accompanying person...etc) must be sent no later than: **May 31<sup>st</sup>, 2014** to the following address: [aer2014@fmgimnasia.org.mx](mailto:aer2014@fmgimnasia.org.mx)

- Identity colored passport photo – 45mm x 35mm
- File format – jpg
- Maximum size of the file – 100kb
- File name: NF\_Position\_WCH or WAGC\_Surname\_Firstname.jpg (eg GBR\_Athlete\_WCh\_Smith\_John.jpg) or (eg GBR\_Athlete\_WAGC\_Smith\_John.jpg)



**If a photo has to be taken during the accreditation because none has been sent within the deadline or sent in the unofficial requested format, there will be a charge of 10 US dollars for each photo taken at the accreditation desk.**

The Accreditation Centre will be open all day on official arrival days and will be located in Moon Palace “Old Convention Centre” at Ground floor for the World Championships and the World Age Group Competition.

Outside of the official arrival days, the Accreditation Centre will be closed.

Any other issues must be dealt at Sport Information desk, located at the far side of the foyer of Moon Palace Arena, which will be open from one hour before the start of all training, warm-up, and competition times until half an hour after the last training session and one hour after the competition.

Media and late accreditation will be available at the Information desk upon arrival.

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

### **Control and distribution of required documents and material**

The gymnasts 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 make copies of the gymnasts passport before departing from its country. Upon arrival at the airport and before entering the dedicated bus, the Head of Delegation (or his/her representative) must collect all passports from gymnasts and place the respective copy in each of the original passport. This will save time in the accreditation process.**

**Any passport copies made at the accreditation by the LOC will be charged 3 US dollars.**

At accreditation, the Heads of Delegation must also

- check the correct names of their complete Delegation

- hand in copies of the passport of the gymnasts. Copies must be placed in the respective original passport.
- verify the accommodation and meal requirements
- verify the return flight schedules
- show proof of the cover note or photocopy of the valid insurance policy in English
- hand in 2 copies of CDs for each routine for the World Championships, World Age Group Competition and AER Step and Dance Competition.  
Each CD should be **clearly marked in English** with the Name of the Federation, the Category/Age group, the Names of the gymnast/s and the exact length of the music (from the first to the last tone of the music).  
(for example: Mexico, IW/AG 12-14, XXX XXX, length: 1'28"). The CD's will be returned to the Heads of Delegation after competition. It is recommended that spare CD be brought for safety reasons.
- Hand in the filled in advance order for podium trainings WAGC/ WCH (Appendix 5) – this order will be followed only during the podium trainings in the competition hall.
- hand in a CD with the music of their Federation national anthem with clearly marked in English the name of the Country (for example: Anthem of Mexico) (Appendix 11)
- hand in their 90cm x 150 cm national flag (Appendix 11).
- Give the names of the flag bearer for the Opening Ceremonies and Presentation of Nations – 8 counts for the WCH/ WAGC.
- hand in the Difficulty Sheets (Appendix 8)
- make the necessary payments if needed (insurance, accommodations, meals, etc.)

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

In cases where part of the delegation is not arriving on the official arrival and accreditation day, the Head of delegation is responsible to hand in all requested documents, CDs, etc. as mentioned above. The accreditation cards of such "late arrivals" will be kept within the LOC.

At the time of arrival of the rest members of the delegation, it is the responsibility of the Head of the delegation to show the original passports in order to receive the accreditation cards.

**The workplan in global will not be distributed at the accreditation, only the changes which might have occur from the time of publication of the workplan to the Federation until accreditation day will be collected and a special revised information paper will be issue. It is the responsibility of the Head of delegation to bring his/her own copy of the original workplan and any other appendixes.**

#### **4. Delegation Boxes / Information desks**

Delegation Mail Boxes will be set up at the Information desk (see Appendix 1, at the far side of the foyer of Moon Palace Arena). ONLY modified/updated information regarding competition, warm-up, training, notification of meetings, transport, official functions, results, as well as FIG and LOC correspondences will be distributed via the delegation mailboxes.  
No copies will be distributed if no change happened.

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

Opening hours: from one hour before the start of all training, warm-up, and competition times until half an hour after the last training session and one hour after the competition.



+52 55 4618-7257, +52 55 4618-1379, +52 55 4618-5481  
[info@fmgimnasia.org.mx](mailto:info@fmgimnasia.org.mx)

Information desks will also be set up in the lobbies of the official hotels. All requests should be directed to the Information desks.

## **5. Farewell Banquet**

---

The LOC will host a Farewell Banquet for all delegation members (provided their accommodation was booked through the LOC in one of the Official Hotel) as follow:

WAGC banquet: at the conclusion of the event on June 25<sup>th</sup>, 2014 from 20:00 till 24:00 in Moon Palace Hotel.

WCH banquet: at the conclusion of the event on June 29<sup>th</sup>, 2014 from 20:00 till 24:00 in Moon Palace Hotel.

Access to the banquet will be given by tickets only. A buffet meal will be served. The official and complete results as well as the relevant diplomas will be distributed during this banquet. The dress code for this evening will be casual. Music will be provided throughout the evening. The transport service for the banquet will be advised via the Delegation Mail Boxes.

For those who have not booked their accommodation through the LOC, tickets can be purchased at the Information desk not later than 3 days before the respective banquet. The price is USD\$45 per person and has to be paid during the purchase of the farewell ticket/s.

## **6. Accommodation**

---

Please refer to the directives regarding all information about accommodation.

### **Hotel payment**

Please refer to the directives.

### **Cancelation 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 forms. The room keys and hotel information will be distributed to the delegation upon their hotel check-in.

Credit cards imprints may be made to cover all incidental costs during the individuals' stay. Room keys will not be issued until all the requirements of accreditation have been fulfilled. For those staying in Moon Palace the room keys will be distributed at the accreditation office.

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

### **Check out Procedures**

In principle, a copy of the individual account of each delegation member will be available the day before departure. After confirmation, the balance due will have to be paid in full upon check-out. Delegations will be responsible for all costs incurred.

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

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

## **7. Meals**

---

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

### **For delegations staying in the Moon Palace.**

All meals can be taken in the various restaurants from 07:00 until 23:00. Meals outside these times can be requested as room service.

### **For delegations staying in the Aloft Hotel**

Breakfast will be served from 06:30 to 10:30.

### **Lunch and Dinner**

As mentioned in the directives, various meal options are possible. Therefore please refer to the page 17 and 18 from the directives.

The meal plan is not compulsory and the delegations are free to make their own arrangements to eat at their own expenses.

The LOC will provide soft drinks, fruits, and snacks throughout the competitions for the judges in the judges meeting room.

Further information regarding breaks during Qualifications will be given at the judge's instructions.

### **Meals payment**

Please refer to the directives.

### **Cancelation Policy**

Please refer to the directives.

## **8. Medical Services**

The LOC will be responsible for providing medical coverage and suitably equipped first-aid room for injuries sustained in the Competition Hall, Warm-up Hall and Training Halls. A Medical Center situated next to the Moon Palace Arena for essential emergency services with a team of doctors and nurses will be available for all accredited persons during the competition, warm-up and training periods. This Center will be equipped as follows: ice, treatment plinths (couches), emergency paramedic equipment (including emergency resuscitation unit), medical supplies and medicines.

Mr. Juan Manuel Herrera will act as the official Chief Medical Officer. For emergencies, traumas, medical treatment or request outside of the competition, warm-up and training times, please contact the reception of the official hotels.

The emergency medical telephone number on site during the trainings and competitions will be given at accreditation and will be on the back of the accreditation cards.

An ambulance will be available on site and for speedy means of securing hospital treatment. The Official hospitals will be as follows:

#### **Hospital Amerimed**

Av. Bonampak y Nichupté

Cancún, Quintana Roo

México

Tel : +52 (998) 881 34 00

#### **Hospiten**

Av. Bonampak – Lote 7, MZ 2, SM 10

C.P. 77500

Cancún, Quintana Roo

México

Tel: +52 (998) 881 37 00

Fax: +52 (998) 881 37 37

E-mail: [cancun@hospiten.com](mailto:cancun@hospiten.com)

**Galenia**

Av. Tulum, Lote 1, MZA 01  
SM 12, Fracc. Santa Maria  
Siké, Esquina Nizuc  
C.P. 77505  
Cancún, Quintana Roo  
México

The certified Delegation Medical Team, responsible for the corresponding Federation, may provide the necessary medical care for their Delegation members under the provisions of their own licensing and liability coverage. The LOC will not provide team medical staff with medical credentials, hospital privileges, and/or liability coverage. In the case of emergency or medical treatment being required in the official hospital, or medical treatment for a Delegation without Medical staff, the LOC Medical Team will assist with the requests from the delegations. Please refer to Appendix 9 for the Gymnast's Injury Report Form.

## **PART IV: COMMUNICATION & MARKETING**

### **1. Media Accreditations**

---

Only professional journalists, editors and photographers **holding an official and valid press card** will be accredited. Professional cards issued by recognised international press agencies such as AIPS, and official Sports Journalists Associations / National Federations are also recognised.

#### **a. Freelancers**

When requesting accreditation, journalists or photographers in this category **must submit an official document** duly signed by his/her Editor, attesting in good faith to the position of the delegated journalist or photographer.

#### **b. Representatives of the National Gymnastics Federations**

For representatives of the FIG affiliated or associated National Federations, acting as media for their *Press & Communication* activities, the FIG will deliver limited ES-F and EP-F credential per Federation.

When requesting accreditation, **the Federation must submit** by Fax an official document duly signed by its President, attesting in good faith to the position of the Media delegate(s).

A double accreditation (Press and Member delegation) is not accepted.

#### **c. Web editors**

A website can apply for recognition and acceptance by FIG.

Sites which function mainly as a pass- through-site for edited copy/paste-content cannot be recognized as a press medium.

Fan-sites, sponsor-sites, promotional sites and event-linked sites cannot be recognized as a press medium.

Blogs are accepted as public journalism when they function integrated within a recognized journalistic media.

### **2. Biographies**

---

The national Federations are responsible for the creation and update of the biographies of their gymnasts. These biographies are available on the FIG website. While the gymnasts' personal data will be controlled and completed by the FIG Media Staff upon accreditation in order to update the gymnasts' biographies.

### **3. Media Positions**

---

#### **a. FOP (Field Of Play)**

Interviews and mobile phones are strictly forbidden on the FOP.

#### **b. Mixed Zone**

During competitions the athletes must exit through the Mixed Zone. As they enter the Mixed Zone, journalists will be able to collect flash quotes.

There will be no obligation for an athlete to stop in the Mixed Zone, but co-operation with the press will be most appreciated.

#### **c. Training halls**

The media will be welcome during training days only and are kindly requested to follow and respect the specific rules for training halls.

#### **d. Warm-up Halls**

This will be a "No-Go-Zone" area. No access for media at all.

#### **e. "No-Go-Zone"**

Media are not accepted in the *No Go Zones* decided by FIG.

#### **f. 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.

#### 4. Press Conferences

---

##### a- Opening Press Conference

This Opening Press Conference will be advised closer to the event time by the LOC.

##### b- Medallists' Press Conferences

Since the journalists clearly declared that the Mixed Zone will be their priority for individual interviews, the medallist's press conferences are **no longer compulsory**.

It is up to the LOC to hold a medallists' press conference with regards of tradition, or sponsors expectations, for example.

Only if a Press Conference is planned, Federations are responsible for the proper and timely appearance of the medallists. Any Federation which does not ensure that the athletes appear as stated above is fined for each infraction, according to the **Technical Regulations (Art. 4.11.14.)**

#### 5. Publicity on competition attire

---

Should you need additional information or clarification, you may contact directly the FIG Media Officer, Mr. Philippe Silacci (at [psilacci@fig-gymnastics.org](mailto:psilacci@fig-gymnastics.org)).

#### 6. Television

---

A live production of the finals will be guaranteed, the TV Production Company is Televisa. The competitors will be requested to strictly follow the instructions of the organisers. Specific instructions on this matter will be announced at the Orientation Meeting.

#### 7. Cameras and Video-recording

---

All routines/passes will be recorded on digital video cameras (IRCOS for the WCH). Personal video cameras and recording will therefore not be allowed in the competition hall (including from the spectators' seating), with the exception of the Host Broadcaster's cameras, the IRCOS cameras and other cameras approved by the FIG.

The official FIG IRCOS footages will be available (for sale) to all FIG member Federations after the event on the FIG Shop. Pictures can be made from the seats in the competition hall, but without flashes. In the training and warm-up halls, coaches can only make videos of their own team.

#### 8. Sponsor Activation Area

---

Information will be given by the LOC closer to the event.

#### 9. Websites

---

- Official website: [www.fmgimnasia.org.mx](http://www.fmgimnasia.org.mx)
- FIG: [www.fig-gymnastics.com](http://www.fig-gymnastics.com)

#### 10. Miscellaneous

---

- The official currency in Mexico is Mexican Pesos (approx. 12.50 MXP per US dollar).
- Please make sure to have the correct plug or plug adaptor valid in Mexico.

## PART V: APPENDICES

---

### Sites

---

- Appendix 1: Plans of the competition venue (to be given later)

### Draw & Starting order

---

- Appendix 2: Results of drawing of lots

### Schedules

---

- Appendix 3: Complete schedules – WAGC (to be given later)
- Appendix 4: Complete schedules – WCH (to be given later)
- Appendix 5: Order for podium trainings – WAGC and WCH

### Competition

---

- Appendix 6: Change of start list
- Appendix 7: Inquiry form
- Appendix 8: Difficulty Sheets

### Misc.

---

- Appendix 9: Gymnast Injury Report Form
- Appendix 10: Request for Accreditation Changes
- Appendix 11: National Anthem and National Flag
- Appendix 12: WCH Confirmation of Team Competition
- Appendix 13: Workshop information letter



André F. Gueisbuhler  
Secretary General