

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



# GYMNASTICS FOR ALL MANUAL



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# SECTION 1 - GYMNASTICS FOR ALL REGULATION

## 1. INTRODUCTION

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

The FIG Gymnastics for All Committee (hereafter FIG GfA C.) is one of the FIG's management committees and consists of a President and six (6) members, of which two (2) are Vice-Presidents. The function of the FIG GfA C. is ruled by the Statutes and these Gymnastics for All Manual subdivided into the following articles:

- Definition GYMNASTICS FOR ALL
- FIG GfA C. Strategic Principles (Vision and Mission)
- FIG GfA C. Policy
- FIG GfA C. Mandate and Methods
- Work Fields

## 2. DEFINITION GYMNASTICS FOR ALL

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

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

The Gymnastics for All philosophy is guided by five principles:

FUN, FITNESS, FUNDAMENTALS and FRIENDSHIP that lasts FOREVER.

In practice it can involve:

- Gymnastics with or without apparatus
- Gymnastics and Dance

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

Gymnastics for All can be showcased either through group performances demonstrations (e.g. "World Gymnaestrada") or team events contests (e.g. "World Gym for Life Challenge").

## 3. FIG GFA C. STRATEGIC PRINCIPLES

### 3.1. Vision

Gymnastics for All, the foundation sport of Gymnastics, brings nations together through a world of movement and physical activity, contributing to global health, fitness and friendship, supporting life-long participation.

### 3.2. Mission

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

Specifically, the FIG GfA C. strives to significantly increase the quality and the number of: - National Federations offering Gymnastics for All activities

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

## 4. FIG GFA C. POLICY

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

Gymnastics for All activities and events will:

- Enhance development of the 'whole' participant

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

## **5. FIG GfA COMMITTEE MANDATE AND METHODS**

The FIG GfA C. establishes and maintains contact, and exchanges experiences, with both Continental Unions and FIG affiliated Federations (e.g. GfA Colloquium).

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

- Promoting Gymnastic for All values
- Providing leadership
- Improving physical, social, intellectual and psychological well-being
- Recognising and valuing history and diversity of cultures
- Pursuing quality and safety at all levels
- Building relationships and partnerships
- Collaborating, sharing and making effective use of resources
- Responding to local needs and conditions.

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

## **6. WORK FIELDS**

The Business plan covers the areas of:

- Policy and Strategy
- Development and Education
  - = FIG Academy Foundations of Gymnastics Course
  - = Join GfA Activities Course
  - = Others
- Events
  - = World Gymnaestrada
  - = World Gym for Life Challenge
  - = Colloquium
- Marketing and Communication.

## **SECTION 2 - WORLD GYMNAESTRADA REGULATION**

### **1. PURPOSE**

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

Participation is for everybody. According to FIG Statutes any form of discrimination on any grounds is not advocated, supported or accepted.

The event is hosted by an FIG affiliated Federation, awarded by the FIG Council as determined in the Statutes.

### **2. WORLD GYMNAESTRADA OBJECTIVES**

The objectives of the World Gymnaestrada are to:

- Promote the value and diversity of Gymnastics
- Encourage the growth of Gymnastics for All worldwide
- Inspire enjoyment in exercise and encourage physical activity and active lifestyle
- Demonstrate the unlimited possibilities of different ideas of Gymnastics for All - creativity
- Present the most recent findings and developments - enables knowledge exchange
- Provide an opportunity to perform
- Bringing together gymnasts from all over the world as a contribution towards friendship
- Present different cultures - bringing cultures together
- Offer an interesting and exciting event in gymnastics for the participants and the audience.

### **3. POWERS**

The World Gymnaestrada Regulation, together with the signed contract by the awarded hosting FIG affiliated Federation, outlines the organisation for this event.

This regulation is written for both participating and organising FIG affiliated Federations. The regulation can also be used for national and/or continental Gymnaestrada.

#### **3.1. Responsibilities**

The hosting FIG affiliated Federation and their Local Organising Committee (LOC) in cooperation with the FIG GfA C. are responsible for the World Gymnaestrada and its realisation.

The roles and responsibilities between these parties are detailed both in this Manual and in the contract established for the event.

#### **3.2. Organising body**

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

All legal and hosting obligations of the contract are the responsibility of the hosting FIG affiliated Federation. Where in this manual the term LOC is used, it shall, unless there is a specific provision to the contrary, be understood as including the hosting FIG affiliated Federation.

#### **3.3. Collaboration**

To ensure continuous collaboration between the LOC and the FIG GfA C., members of the FIG GfA C. are included in working groups formed by the LOC. Joint meetings are held between the LOC and the FIG-GfA C, where detailed information on all subjects must be provided by the LOC to the FIG-GfA C.

#### **3.4. Rules**

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

- FIG Statutes
- Gymnastics for All Manual with the World Gymnaestrada Regulation
- The signed contract between the hosting FIG affiliated Federation and the FIG
- FIG Code of Ethics
- FIG Media Rules
- FIG Advertising and Publicity Rules
- Medical Organization of the Official FIG Competitions and Events (only the section relating to Gymnastics for All)
- FIG Accreditations Rules
- FIG Host Broadcaster (HB) Obligations (only the section relating to Gymnastics for All)

- Guidelines for HoD at FIG Gymnastics for All events (see appendix 2)
- FIG Anti-doping rules.
- FIG Framework for during events Safeguarding

## **4. IMPLEMENTATION**

### **4.1. Frequency**

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

### **4.2. Duration**

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

### **4.3. Limitations**

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

### **4.4. Language**

The official language used for the World Gymnaestrada is English.

It is possible to include a second language, selected by the organising country.

Awarding of hosting Rights for the World Gymnaestrada

The World Gymnaestrada is awarded at least five years in advance of the event. This enables the new hosting federation to attend and study the current event.

## **5. BID PROCEDURES**

All FIG affiliated Federations will be invited to bid to host the World Gymnaestrada. This invitation will be sent at least six years before the event.

The bidding Federations will receive a questionnaire outlining all the requirements, together with the bid contract. A delegation (2 persons) from the FIG GfA C. will visit the proposed host city of the bidding Federations for inspection.

The cost for the FIG GfA C. delegation (travel, single room, breakfast included) will be paid by the respective bidding FIG affiliated Federation.

Per diem for the FIG GfA C. members shall be borne by the FIG.

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

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

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

## **6. WORLD GYMNAESTRADA SCOPE AND PROGRAMME**

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

- Opening Ceremony
- Group Performances
- Large Group Performances
- City Performances
- National Performances
- FIG Gala
- Closing Ceremony

## **6.1. Opening Ceremony**

The ceremony takes place on the first day of the World Gymnaestrada and can take place indoors or outdoors depending on local conditions.

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

It includes a parade/marching of all participants, an official opening and a welcome show.

## **6.2. Group Performances**

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

The same Performance is presented three times during the event, with a maximum of either 10- or 15-minutes duration.

The time units of 10 minutes, must comprise no less than ten active performers and the time units of 15 minutes, must comprise no less than twenty active performers with no maximum number being set. Each performance area has a minimum of approx. 400 m<sup>2</sup> (e.g. 20m x 20m).

## **6.3. Large Group Performances**

Large Groups will comprise no less than 200 active performers.

The performance area can be indoors or outdoors depending on local conditions and should be approx. 7'000 m<sup>2</sup> (e.g. 100m x 70m).

A Large Group Performance will be a maximum of 15 minutes. The same Performance will be presented three times during the event.

## **6.4. City Performances**

City Performances are designed to show the diversity of Gymnastics for All organized in outdoors stages and involving the local population.

The same Performance can be presented maximum three times during the event, with a maximum 7 minutes duration.

## **6.5. National Performances**

An FIG affiliated Federation can apply to stage a National Performance.

These events are designed to give participating FIG affiliated Federations an opportunity to present the range of Gymnastics for All activities, blended with folklore and characteristics, applicable to their national culture. Two or more FIG affiliated Federations may join together to present a single National Performance.

A National Performance should last a maximum of 1 ½ hours and take place in an indoor performance area of approx. 800 m<sup>2</sup> (e.g. 40m x 20m).

## **6.6. FIG Gala**

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

The FIG Gala is designed with selected groups from different FIG affiliated Federations and should last a maximum of 1 ½ hours and take place in an indoor performance area of approx. 800 m<sup>2</sup> (e.g. 40m x 20m).

## **6.7. Closing Ceremony**

The ceremony takes place in the afternoon of the last day of the World Gymnaestrada and marks the ending of a festive, cheerful week. The ceremony should be attended by all participants of all participating FIG affiliated Federations.

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

## **6.8. Side Events and Leisure Activities**

Special side events and leisure activities can be organised for the participants and could include for example:

- City festival
- Stage productions
- Concerts
- Exhibitions
- Visit to amusement park, zoo, botanical garden, museums, swimming pool etc.
- Sightseeing (before, during or after the event).

These activities may be coordinated directly by the LOC or assigned to an official partner. The cost for these activities is not included in the Participants card.

### **6.9. Complementary Events added to the Scope and Programme**

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

## **7. PARTICIPATION, REGISTRATION AND PAYMENT**

### **7.1. General**

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

Registrations must be made by the FIG affiliated Federation through the dedicated registration system and will not, in any circumstance, be accepted unless coming through the FIG affiliated Federation or their official appointed representatives.

All coaches need to have a valid FIG Coach ID.

### **7.2. Responsibility and Supervision**

There are no age restrictions for participation in the World Gymnaestrada. Each FIG affiliated Federation, with its HoD is fully responsible for the supervision and welfare of all participants for the entire duration of the event.

All HoD need to have a valid FIG Safeguarding course.

Every 10 participants under 18 years old need to have an adult responsible for. The LOC must be aware that participants with additional needs may require a higher degree of assistance.

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

### **7.3. Participation Possibilities**

The following participation possibilities will apply:

| <b>Programme item</b>    | <b>Maximum Duration</b> | <b>Maximum Number of Performance Units per FIG affiliated Federation</b> |
|--------------------------|-------------------------|--|
| Opening Ceremony         | Up to 2 hours           | Not applicable   |
| Group Performances       | 10 or 15 minutes        | 15 units*  |
| Large Group Performances | 15 minutes              | 4 units  |
| City Performances        | Up to 7 minutes         | Not applicable   |
| FIG Gala                 | Up to 1 ½ hour          | 1 group  |
| National Performances    | Up to 1 ½ hour          | Not applicable   |
| Closing Ceremony         | Up to 1 hour            | Not applicable   |

\* Federations can apply for extra units at the Notification of Participants.

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

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

### **7.4. Registration Procedure**

The registration will be done via the dedicated on-line platform. The invitation, the forms and the Bulletins will be on both the FIG Intranet platform as well as the LOC Intranet page. Only FIG affiliated Federations have access to this information.

The following is an overview of the registration procedure.

#### **7.4.1. Invitation**

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

#### **7.4.2. Notification of interest and Registration for the FIG Gala**

Two years prior to the World Gymnaestrada, the FIG affiliated Federations must inform the FIG and the LOC of their interest in participating in the World Gymnaestrada.

#### **7.4.3. Notification of participants**

1½ years prior to the World Gymnaestrada FIG affiliated Federations must apply for:

- units for Group performances and Large Group performances
- extra units of Group performances
- FIG Gala groups
- National Performance, if relevant.

And also inform about the expected number of participants.

#### **7.4.4. Confirmation**

Up to two months before the Provisional Registration the LOC, in agreement with the FIG GfA C., should inform the FIG affiliated Federations about the following:

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

#### **7.4.5. Provisional Registration**

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

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

Together with the provisional registration the FIG affiliated Federations may have to pay a deposit of maximum 10% of the cost of the participant cards by request of the LOC.

#### **7.4.6. Definitive Registration**

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

Together with the Definitive Registration the FIG affiliated Federations must pay a deposit of 50% of the total cost for the participant cards to the LOC.

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

Registrations after the Definitive Registration deadline can only be accepted by the LOC in accordance with GFA C. Extra fees may be applied.

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

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

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

By accepting the full payment for the participant cards, the LOC is responsible for delivering what is promised. Any claims from an FIG affiliated Federations must be forwarded to the LOC and copied to the FIG.

## 8. PROGRAMME AND TIMETABLE

The published version of the Participant Guide, with the overall schedule will be issued in a digital version to the HoD at the time of accreditation.

### 8.1. Overall Timetable and Scheduling

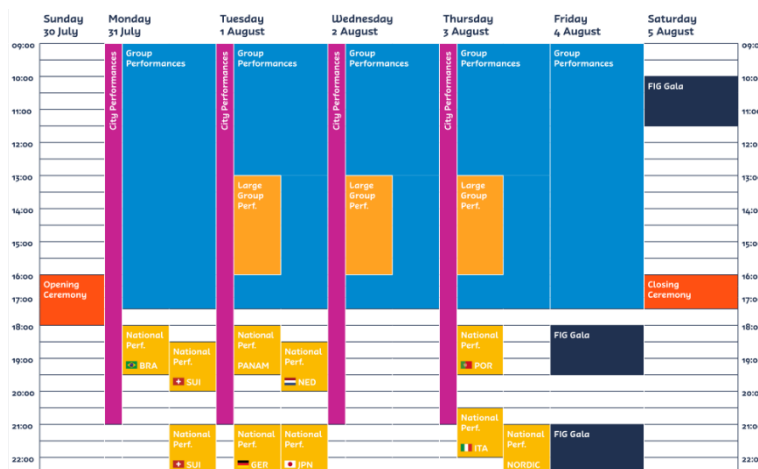
Every Federation will receive a schedule of their own performances up to two months before the World Gymnaestrada.

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

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

Due to scheduling limitations if groups register for many different areas of the programme there is no guarantee that all requests can be fulfilled.

The LOC is responsible for the whole event schedule and the drawing-up of the various performance times and location with the GFA C. coordination and approval.



Example of a week schedule taken from the 2023 World Gymnaestrada

## 9. FACILITIES / ORGANISATION

### 9.1. Working groups

The LOC appoints a working group responsible for coordinating each of the following areas. The FIG GfA C designates a minimum of one of its committee members to be part of each working group. As part of the cooperation between FIG and LOC this member(s) has to be fully informed, in due time, about all relevant matters in each area.

### 9.2. Opening Ceremony

#### 9.2.1. Venue

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

A performance area of approx. 7'000 m<sup>2</sup> (e.g. 100m x 70m), which should have a spectator capacity of at least 25'000 including all active participants.



### 9.2.2. Content and duration

The ceremony programme should last for no more than two (2) hours and should include the following elements:

- The participants marching into the performance area, each one led by their national flag.
- The marching shall not exceed more than half of the time of the stipulated duration of the ceremony
- The LOC shall provide the national flags and name boards of identical size for each delegation. It is strictly prohibited for participants to carry any other flags, banners or publicity material except national flags in smaller size than the one provided by the LOC. Special directives from the LOC will govern the marching and formations. These must have particular regard to local circumstances especially in relation to the welfare of the participants
- The official FIG flag, brought in by the FIG GfA C., together with the World Gymnaestrada flag and the National flag, both brought in by representatives of the LOC
- A FIG representative will give a welcome speech (maximum 3 minutes including translation)
- A representative of the host country will give a welcome speech including the official opening declaration established by the FIG (maximum 3 minutes including translation)
- The FIG flag, followed by the World Gymnaestrada flag, will be raised, accompanied by the official music/song of the World Gymnaestrada, composed/arranged by the LOC
- The flag of the host nation will then be raised, as the country's national anthem plays
- Opening performance specially created for the event and under the leadership of the LOC, GfA C must be informed in advance. This part should not last more than 30 minutes.

Approval of the detailed concept of the ceremony by the FIG GfA C is required at least six months before.

### 9.2.3. Working group, tasks

The LOC working group has to prepare:

- A detailed concept of all ceremony
- A detailed time schedule for the whole ceremony (two hours maximum)
- A detailed security plan approved by the city authorities
- A detailed weather contingency plan
- A detailed transportation plan
- Gathering area and activities for the participants before they march in
- A detailed plan for participants marching in
- A detailed plan showing where in the arena the federations should be located after the marching in

- A plan of how the participants, who for different reasons are not marching in, can join their federation in the arena
- Technical equipment for sound and light
- Broadcast and translation of the speech by the FIG representative and the opening declaration by the representative of the host country
- Procedures that will ensure protocols are respected concerning seating of VIP's, official persons and the raising of the FIG, World Gymnaestrada and National flags
- Medical services in all venues
- An Opening Performance specially designed for the ceremony
- Any other matters essential for the implementation of the Opening Ceremony

### 9.3. Group Performances

#### 9.3.1. Venues

Eight performance areas located in sports or exhibition halls are needed, having a floor area of approx. 400 m<sup>2</sup> (e.g. 20m x 20m) and at least two of them of approx. 600m<sup>2</sup> (e.g. 30m x 20m).

Each of them must have sufficient technical possibilities for sound and lighting and a tiered seating capacity of minimum 1'000 spectators on grandstands.

Whenever two or more areas are located in the same hall, soundproof walls shall separate areas optically and acoustically.

All performance areas must have a backdrop with the FIG & event logotypes and be equipped with a sufficient floor suitable for gymnastics.



#### 9.3.2. Working group, Tasks

The LOC working group has to prepare:

- Floors, grandstands and technical equipment (sound & lights)
- Detailed plan of the stage management including stage manager, moderator, volunteers, cleaning, gymnasts and apparatus flow.
- A detailed security & safety plan approved by the city authorities
- Gymnastics apparatus to be available for use in the different halls.
- Medical services in all venues
- Information to the FIG affiliated Federations, before the Provisional Registration, about:
  - Performance area dimensions
  - Floor construction and surface material data
  - Grandstand arrangement
  - Entry and exit routes to and from the performance area
  - Waiting areas for performers
  - Apparatus available
  - Technical features.



### **9.4.2. Working group, Tasks**

The LOC working group has to prepare:

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

## **9.5. City Performances**

### **9.5.1. Venues**

Minimum one stage to be used for City Performances need to be available.

The stage high to the ground can vary but the security of the gymnasts must prevail.

All stages must have a backdrop with the FIG & event logotypes and be equipped with a sufficient floor suitable for gymnastics.

The total available area should be divided into a performance area with a designated surrounding safety area to ensure there is sufficient space between the performance and any stage edges, obstacles or spectators.

The technical possibilities for sound and lighting are the same for all groups.

### **9.5.2. Working group, Tasks**

The LOC working group has to prepare:

- Floors, grandstands and technical equipment (sound & lights)
- Detailed plan of the stage management including stage manager, moderator, volunteers, cleaning, gymnasts and apparatus flow.
- A detailed security & safety plan approved by the city authorities
- Gymnastics apparatus to be available (or not) for use in the different stages.
- Medical services in all stages
- Information to the FIG affiliated Federations, before the Provisional Registration, about:
  - Stages and performance area dimensions
  - Floor construction and surface material data
  - Grandstand arrangement
  - Entry and exit routes to and from the performance area
  - Waiting areas for performers
  - Apparatus available
  - Technical features
  - Transport plan between the main area of the event and the different stages.

## **9.6. National Performances**

If approved by the FIG GfA C, a FIG affiliated Federation can present its Gymnastics for All performance. After the FIG and LOC's confirmation, and before the Provisional Registration, a special written agreement will be established between the LOC and the FIG affiliated Federation(s) staging a National Performance.

Two or more FIG affiliated Federations may join together to present a single National Performance.

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

The agreement should include:

- Ticket prices and revenue from all the ticket sales
- Total number of available seats (complementary + to be sold)
- Complementary tickets, including VIP seating allocations
- Venue, including equipment (apparatus and technical)
- Advertising and promotion

- Rehearsal and performance schedule
- Basic technical equipment and extras available



### 9.6.1. Venue

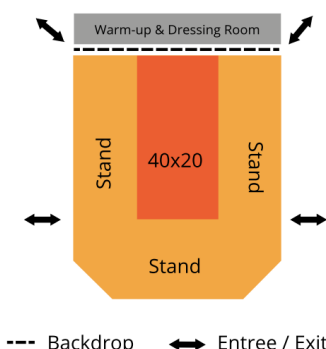
The National Performances will take place in an indoor arena of approx. 800 m<sup>2</sup> (e.g. 40m x 20m). Depending upon the request, a second indoor arena of the same or different size might be needed. The arenas must have sufficient technical resources for sound and lighting and a capacity for at least 4'000 spectators on grandstands. The second arena may have less capacity for spectators on grandstands.

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

### 9.6.2. Working group, Tasks

The LOC working group has to prepare:

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



Example for a National Performance and / or FIG Gala stage including grandstands and circulation for gymnasts and material.

## 9.7. FIG Gala

### 9.7.1. Responsibilities

The FIG Gala is under the responsibility of the FIG GfA Committee. Therefore, the FIG GfA C must approve all proposals from the LOC in relation to the FIG Gala.

### 9.7.2. Choreographer

2 ½ years prior to the World Gymnaestrada, a FIG Gala Choreographer can be proposed by the LOC and appointed by the FIG GfA C. A written agreement is established between the FIG and the appointed choreographer.

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

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

### 9.7.3. Venue

The FIG Gala should be shown in an indoor performance area of approx. 800 m<sup>2</sup> (e.g. 40m x 20m).

The arena must have sufficient technical resources for sound and lighting and a capacity for at least 4'000 spectators on grandstands. An should preferably be walking distance from the other performance areas so that participants and spectators can easily attend.

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



### 9.7.4. Working group, FIG Gala

In addition to the Choreographer and the designated FIG GfA C members, the LOC should appoint a working group to assist with the coordination of the FIG Gala.

Working group, Tasks

The LOC working group has to prepare:

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

## **9.8. Closing Ceremony**

### **9.8.1. Venue**

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

A performance area of approx. 7'000 m<sup>2</sup> (e.g. 100m x 70m), which should have a spectator capacity of at least 25'000 including all active participants.

Content and duration

The ceremony programme should last for no more than 1 hour and should include the following elements:

- A show specially created for this event.
- Closing speech by the President of the Organising FIG affiliated Federation or the LOC (maximum 3 minutes including translation)
- Closing speech by the FIG representative (maximum 3 minutes including translation)
- Lowering of the National flag to musical accompaniment
- Lowering of the FIG and World Gymnaestrada flags to musical accompaniment
- Transition of the FIG flag to the next World Gymnaestrada LOC
- A welcome performance by the FIG affiliated Federation that has been awarded the next World Gymnaestrada. This performance should not be longer than 10 minutes and should be included in the total ceremony time maximum of 1 hour

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

### **9.8.2. Working group, Tasks**

The LOC working group has to prepare:

- A detailed time schedule for the whole event (1 hour maximum)
- A detailed security and safety plan approved by the city authorities
- A detailed weather contingency plan
- A detailed transportation plan
- A detailed plan showing where in the arena the federations should be placed
- Sound system and translation of the speeches by the LOC/hosting Federation and the FIG representative
- Procedures that will ensure protocols are respected concerning seating of VIP's, official persons lowering of the flags, as well as the handing over of the FIG flag to the next LOC of the World Gymnaestrada
- Medical services in all venues
- A Closing show specially created for this event ending with the welcome performance from the FIG affiliated Federation being the next organiser of the World Gymnaestrada.

## **9.9. Apparatus**

### **9.9.1. Provided by the LOC**

To all official performances during the event the LOC must provide gymnastics apparatus and in the official bulletins describe what apparatus will be available (brand, model and quantity).

The quantity will be based upon previous experience and number of registered groups. The list and quantity of apparatus must be approved by the GfA C.

At the World Gymnaestrada gymnastics apparatus approved by the FIG will be provided as the first option. If apparatus not mentioned in the FIG certificated suppliers' list is to be used, it must be of a high and safe quality and approved before the event by the FIG GfA C.

### **9.9.2. Not provided by the LOC**

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

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

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



## 10. FINANCES

### 10.1. All expenditures

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

### 10.2. Budget

The LOC is responsible for developing a budget three years prior to the World Gymnaestrada. This must include the price for the participant card, accommodation, breakfast, and meals and local transportation and should be submitted to the FIG GfA C.

1½ years prior to the event, the LOC has the opportunity to submit a revised budget.

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

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

### 10.3. Definition of FIG Gala, FIG financial responsibility – ‘Planning and Implementation’.

The actual delivery and presentation of the FIG Gala, including the VIP FIG Gala Reception.

Examples of which include, but are not limited to;

- Staff who design, manage and direct the FIG Gala show e.g. Stage Manager, Choreographer
- Additional AV (audio visual) and additional technical team
- Specific equipment, costume or apparatus
- Specific Working Group expenses as defined in this Manual & Contract
- Participants gifts / Gala memory

### 10.4. Definition of FIG Gala, LOC financial responsibility – ‘Hall, Staff and Organisation costs’

The LOC is responsible for all the infrastructure to be in place to prepare for the presentation of the FIG Gala. Examples of which include, but are not limited to;

- Venues’ hire
- Basic AV hire package (as provided to the National Performances shows) and technical support
- Venues’ staff e.g. security, fire, first aid
- Administration staff e.g. venue coordinator
- Marketing and Promotion
- Ticketing
- Apparatus
- Seating structure

### **10.5. FIG Gala Budget approval process**

- The LOC must submit for approval a budget 2<sup>1/2</sup> years before the event and any other matters concerning the FIG Gala and any further updates to the FIG GfA C.
- FIG GfA C works towards a reference spend of 75% of the 40% FIG share of the total FIG Gala ticketing regarding 'Planning and Implementation' – FIG financial responsibility.
- A limit for each budget area within the 'Planning and Implementation' costs, will be confirmed to the LOC by FIG GfA C to work within. The LOC must seek previous approval of this expenditure.
- The FIG GfA C members appointed to the FIG Gala working group analyses the proposals and submits their report to the GfA C President.
- The GfA C President takes the decision regarding its approval in writing.
- The GfA C President informs regularly the Secretary General regarding all budget matters.

### **10.6. Participant Card**

The LOC is responsible for distributing a participant card to each participant in the World Gymnaestrada. This card provides free entry to all official programme events during the World Gymnaestrada week with the exception of National Performances and the FIG Gala.

The price of the participant card, after consultation between the LOC and the FIG GfA C., is stipulated in the contract signed between the FIG and the organising FIG affiliated Federation. The price also includes the participant guide (printed or digital version) and the transportation during the World Gymnaestrada week.

The participant card at the World Gymnaestrada is the same as the accreditation card at other FIG events and follows the FIG Accreditation rules.

Participants are as described in the FIG Accreditation rules.

The HoD and all registered Staff can only act as so and receive their specific accreditation they must provide evidence of positive attendance and conclusion of FIG Safeguarding education.

All registered coaches need to be registered at the FIG database as a FIG license coach.

All delegation medical staff have to inform in advance their professional credentials and always need to respect the national rules for their activity and accept to work under the coordination and cooperation of the main official medical responsible of the LOC.

### **10.7. Ticket prices**

The LOC shall determine the entry price for all the events based on their knowledge of the local market and in consultation with the FIG GfA C.

The prices must be confirmed 1½ years prior to the World Gymnaestrada.

### **10.8. Accommodation and meal costs**

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

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

### **10.9. Local transportation service**

The LOC is responsible for all the local transport service arrangements within the whole World Gymnaestrada area. The cost of this service is included in the cost of the participant card from the official day of arrival to the official day of departure.

Arriva/departure transfers are not to be included in this service.

### **10.10. Joint meetings with the FIG GfA Committee**

The LOC is responsible for the organisation and total cost for three preparatory meetings (combining online and in person), in agreement between the LOC and the FIG GfA C.

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

### **10.11. Working group meetings**

For any other working group meeting the cost for the FIG GfA C. members will be split between the LOC and the FIG. These meetings can be either online or in person. If in person, the LOC pays accommodation (single room including breakfast) and FIG shall bear the travel expenses and per diem rate.

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

## **10.12. FIG Authorities cost during the event**

The LOC must pay the travelling expenses, hotel cost (single room with breakfast) for members of the FIG authorities (President, Secretary General and members of FIG GfA C.) as well as providing a free transport service for them during the whole stay at the World Gymnaestrada. Cost of travel is subject to negotiation between the LOC and FIG.

The members of the FIG GfA C. will arrive at least three days prior to the event and the cost for that must be covered by the LOC. This will also extend to any Committee members staying no more than one day after the Closing Ceremony.

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

Dedicated seating must also be granted to any FIG accredited person.

Detailed information can be found in the FIG Accreditation Rules regarding the various rights and access zones for all FIG persons.

## **10.13. Fees to the FIG**

The LOC will pay the following fees to the FIG:

- A percentage of the gross revenue from ticket sales
- A percentage of the net revenue from the FIG Gala ticket sales (art. 10.2)
- 12 % of the cost effectively paid by each participant (Participation Card)

The percentages, not shown above, are to be found in the contract signed by the FIG and the hosting FIG affiliated Federation awarded the World Gymnaestrada.

## **10.14. Final Account**

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

# **11. ACCREDITATION AND PROCEDURES**

Everyone officially involved in the World Gymnaestrada must have an accreditation.

for participants this is the participant card. Other people (LOC, FIG, VIP's and other guests) will receive an accreditation card.

This accreditation card includes the same rights and responsibilities as the participant card and additional possibilities. The LOC is responsible for preparing and providing the accreditation according to the FIG Accreditation Rules.

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

- Making sure that all financial obligations toward the LOC are settled
- Confirm by signing that the all delegation has a valid insurance including illness, accident and repatriation for the all period of the event
- Verifying the participant cards, accommodation, meal, tickets and other service requirements
- Checking and confirming the transfer on departure day

Media representatives will be accredited via the FIG Media department.

# **12. LOGISTICS - ACCOMMODATION, CATERING AND TRANSPORTATION**

## **12.1. Accommodation**

Accommodation will mainly be in classrooms at schools, or similar, equipped with appropriate sanitary facilities.

The LOC may, as an optional service, refer participants to different types of accommodation such as hotels, youth hostels, youth guest houses, private quarters, or camping sites.

The accommodation plan must first be approved by the FIG GfA C.

### **12.1.1. Location**

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

### 12.1.2. Cost

The cost for accommodation is not included in the participant card. Breakfast is included in the accommodation cost.

### 12.1.3. Capacity per shared room

One shared room should have approximately 6m<sup>2</sup> per person. Participants will be assigned to their accommodation in shared rooms by their delegation managers.

### 12.1.4. Sanitary facilities

Sanitary facilities including showers, washbasins and toilets (seat type) have to be available within the accommodation.

The number of sanitary facilities should be adequate to the number of participants per accommodation and approved by the local/national responsible authorities.

### 12.1.5. Sleeping supplies and services

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

All schools should include:

- Meeting rooms (e.g for delegation managers)
- Catering facilities (drinks and snacks)
- Guards and security personnel (round-the-clock-service)
- First-aid service
- Daily cleaning in the common areas
- Daily waste collection
- Emergency repair services for sanitary facilities.

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

### 12.1.6. Allocation of schools

As soon as possible, after the definitive registration, the LOC should inform participating FIG affiliated Federations about the decision concerning the schools allocated to them and the capacity of the school. Training facilities: If possible, the LOC can provide the participating FIG affiliated Federations with extra training facilities at the schools.

## 12.2. Catering

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

The LOC may cater for special dietary requirements. This should be communicated to the participating federations in advance.



### 12.2.1. Breakfast

The cost for breakfast is included in the accommodation cost.

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

Minimum to be provided:

- Two drinks (one cold and one hot)
- Bread

- Butter
- Jam
- sliced cheese
- fruit.

The breakfast has to be brought to the participants fresh every morning.

Hot meal

The cost for a hot meal is not included in the participant card or the accommodation cost.

At least one hot meal is served every day, within the catering area.

Every day, at least two different menus must be provided of which one should be vegetarian. It must be a complete hot meal with potatoes, rice or pasta together with meat or fish and vegetables.

Daily menus have to be different every day to ensure variety. Water must be served with all meals and should be included in the cost.

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

### 12.3. Transportation

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

Transportation must be available from the official accommodations to all the venues and back again.

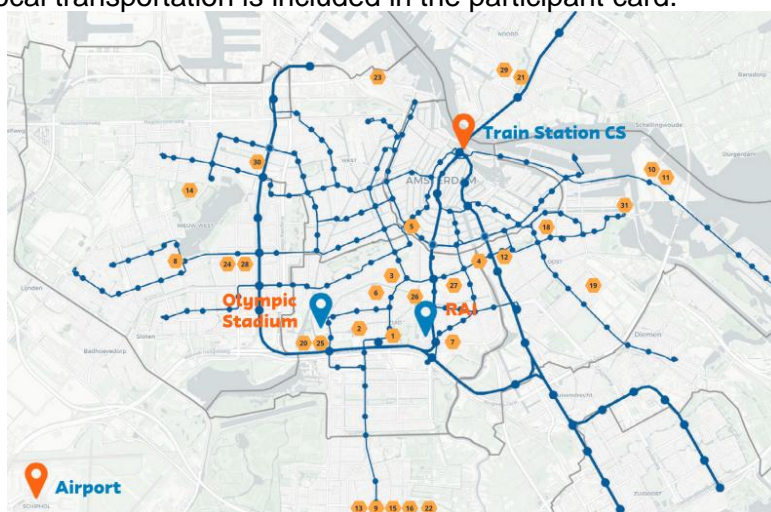
Transportation between the different venues must also be available.

The LOC is only obligated to provide transportation from accommodations provided by the LOC.

Transportation has to be estimated for the number of participants and has to be operated in a safe way.

#### 12.3.1. Cost

The cost for local transportation is included in the participant card.



Example of transportation mapping routes during a World Gymnaestrada

#### 12.3.2. Transportation from and to arrival locations

for the transfer between the arrival locations (e.g: airport, trains stations) and the accommodation (e.g: schools), the LOC may organise special transportation with e.g. buses. The cost for this service will be announced in the Bulletin.

### 12.4. Working group, Logistics

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

### 12.5. Working group, Task

The LOC working group has to prepare detailed plans for:

- accommodation
- catering
- transportation

## **13. MEDICAL SERVICES, INSURANCE AND SECURITY**

### **13.1. Medical Organisation**

FIG Medical rules, “Medical organisation of the FIG competitions” applies but only the section related to Gymnastics for All.

#### **13.1.1. Chief Medical Officer**

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

#### **13.1.2. Safeguarding and protecting participants in gymnastics**

From the official date of arrival until the official day of departure of the event, participants have the opportunity to contact by phone or email a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

### **13.2. Insurance**

#### **13.2.1. Participating FIG affiliated Federations**

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

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

#### **13.2.2. LOC**

The LOC must offer insurance coverage for the event in advance or upon arrival. The cost of this insurance coverage must be paid by the participant.

The LOC will produce a document which every federation will have to confirm by signing, via its HoD, that all its delegation members have a valid insurance including illness, accident and repatriation for the all period of the event.

The LOC must take out its own civil liability insurance.

### **13.3. Security**

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



## **14. EXTRA FACILITIES**

### **14.1. Meeting Points and Stands**

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

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

### **14.2. Offices and other meeting rooms**

In addition to all other venues, halls and arenas meeting rooms needed for the event, the LOC has to provide the following offices and meeting rooms for the FIG:

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

The details and content for all those rooms and offices are described in the contract signed between FIG and the hosting FIG affiliated Federation.

### **14.3. VIP**

Rules concerning VIP accreditation can be found in the FIG Accreditation Rules.

#### **14.3.1. Location/seating Performance area**

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

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

for the Opening and Closing Ceremonies, National Performances and FIG Gala, the amount of VIP seating for the FIG and the LOC is described in the contract between FIG and the hosting FIG affiliated Federation.

#### **14.3.2. VIP area**

The LOC is responsible for organising a VIP area which is accessible for HoD, FIG authorities and the LOC. A list of other guests with access to the VIP area will be created by the LOC in cooperation with the FIG GfA C.

The aim with the VIP area is to give the possibility to meet in a quiet and closed off area.

#### **14.3.3. VIP Catering**

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

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

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

#### **14.3.4. Costs**

The general organisation and planning of the VIP areas is the responsibility of the LOC. Access rights to the VIP areas are described in the current valid FIG Accreditation Rules.

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

### **14.4. Special Assistance**

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

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

## **15. BULLETIN, PARTICIPANT GUIDE**

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

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

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

for the public websites, the LOC can produce the same bulletin but without financial information concerning participant card, accommodation and catering.

The LOC is also responsible for the participant guide (digital version), which all participants receive together with their participant card. The following should be included in the Participant Guide:

- Welcome word from the FIG, the LOC and local authorities
- Overall performance schedules
- Chronological performance schedule
- Performance schedule organised by venues
- Presentation of the LOC and FIG GfA C
- Participating nations
- Information about the venue. Opening Ceremony, Group and Large Group Performances, National Performances, Gala and the Closing Ceremony
- Information about Security, Safeguarding, Transportation, Catering, Accommodation and Medical Services
- City map with the venues located
- Other practical information.

All participants should receive the Official Guide (printed or digital) together with their participant card from their HoD.

## **16. INFORMATION MEETINGS**

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

## **17. PROTOCOL, COMPETENCIES**

For all matters pertaining to the planning and implementation of the World Gymnaestrada, the responsibility rests with the LOC, taking into account the World Gymnaestrada Regulation and the contract between the FIG and the hosting FIG affiliated Federation.

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

## **18. RESPONSIBILITIES AND COORDINATION**

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

### **18.1. Cooperation between the next LOC and the current LOC**

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

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

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

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

The FIG will bear the costs related to airfares in economy class and accommodation in single rooms including breakfast with a maximum of 2 key members responsible for functional areas.

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

## **18.2. Cooperation between the FIG GfA Committee and LOC**

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

The FIG GfA C. has a supporting function, in addition to the responsibility for controlling and monitoring that everything is performed according to the regulation and to the FIG Rules and Regulation in force. Both the FIG Organising affiliated Federation, with its LOC, and the FIG have to follow the contract made for this event.

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

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

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

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

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

## **19. GENERAL ORGANISATION**

### **19.1. Obligations, responsibilities and powers of the FIG GfA Committee:**

- Responsibility with regard to the implementation of the World Gymnaestrada Regulation
- The right to consider and decide on special cases concerning participation and organisation
- Full access to all registered information provided in the registration system
- To be consulted with regard to all official publications (such as bulletins, timetables and schedules but not limited to) and to confirm the final versions
- The task to be in different working groups
- The right to be consulted with regard to the drafting of the financial schedule and the right to be consulted in the preparation and control of the budget
- The right to confirm the price and procedure for tickets
- Draft and validate the terms of the contracts regarding the National Performances between the LOC and the FIG affiliated Federation
- Responsible for conducting the HoD meetings during the event
- Responsible for the evaluation made by the HoD, Group Leaders and the final evaluation between the FIG and the two LOC's (current and next).
- Responsible for the invitation to the Evaluation meeting organised after and in the same year as the event as well as being responsible for conducting the meeting.

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

### **19.2. Obligations, responsibilities and powers of the LOC:**

Compliance with the FIG rules and regulation in force together with the signed contract. -Production of an organisation chart in agreement with the FIG GfA C

- Responsibility for production, publication and distribution of the official information (such as bulletin but not limited to) to the FIG affiliated Federations on an agreed schedule
- Take into account that some financial information is only for the FIG affiliated Federations and therefore may not be published on the internet but on secured website.
- Receive and to deal with registrations
- Responsible for producing the timetable and scheduling
- Responsible for the promotional plan which is to publicise the event across all media. This plan should be agreed in advance by the FIG GfA C
- Responsible for providing all necessary facilities and installations required for the event, based upon previous experience
- After having consulted the FIG GfA C. provide sufficient, safe and high-quality gymnastics apparatus for the event
- Provide sufficient storage facilities and if there are any costs related to this, they must be paid by the respective FIG affiliated Federation
- Have enough trained volunteers to fulfil the various tasks and duties
- Responsible for the design of a graphic symbol (logo) and a flag for the World Gymnaestrada. The FIG logo must be included in the event's logo. This logo and flag must be approved by the FIG in advance and should be registered legally to protect the copyright and intellectual property rights of the LOC. The participating FIG affiliated Federations have the right to use the logo in their promotional work and also on material they produce for their participants
- In case of any commercial use of this logo, the FIG affiliated Federation must make the necessary approval request in order to receive (possible) permission from the LOC
- Responsible for the composition or arrangement of the official music/song of the World Gymnaestrada.
- Responsible for all logistical arrangements including transportation, accommodation and catering which requires approval by the FIG GfA C. The LOC must also consider participants with special needs
- Set up first aid and medical emergency services. The insurance of participants for medical treatment and, if necessary, any hospital stay is the responsibility of the participating FIG affiliated Federation
- Responsible for security and has to deliver a security plan which will be reviewed 3 months prior to the World Gymnaestrada to assess current risks and world environments. Responsible for setting up a well-functioning security plan for all participants, officials and dignitaries for the duration of the event
- Responsible for the production of the participant guide (printed or digital version), which is to be available for all participants together with their participant card, via their HoD at the time of Accreditation and once all accounts are finalised
- Produce a suitable souvenir. The presentation of this souvenir to all the HoD, which participate, will be handed out at the last meeting for the Heads of Delegation
- Complete a final report and evaluation. This report will be addressed to the FIG GfA C. and is to be submitted, no later than the evaluation meeting and must include the following:

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

- Information (bulletins, meetings, internet, social media etc)
- Communication (affiliated Federations, registration, FIG, media etc)
- Logistics (transportation, meals, accommodations, venues etc)
- Security
- Medical service and a detailed medical report
- Opening/Closing
- Performances
- FIG Gala
- Statistics, such as but not limited to:
  - Participants – numbers, age, gender
  - Performances – numbers of participants and the different performances
  - Accommodations used and how the it was divided between the participants o Catering – number of meals served
  - Spectators and sold tickets

- The LOC may add more statistic that can be of value for the coming organisers. - Other relevant information may also be included in the report
- Final financial report

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

## **20. CONCLUDING PROVISIONS**

Any question not covered by these World Gymnaestrada Regulation must be negotiated in every single case by the LOC and the FIG GfA C., any question that cannot be resolved by the FIG GfA C. will be taken to the FIG Executive Committee.

## **SECTION 3: WORLD GYM FOR LIFE CHALLENGE REGULATION**

### **1. PREAMBLE**

The World Gym for Life Challenge is an International Contest for Gymnastics Groups in **Gymnastics for All** held every four years.

Participation is for everybody: The FIG does not permit any discrimination for race, colour, gender, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth, disability, physical attributes, athletic ability or other status.

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

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

This section of the **Gymnastics for All Manual** contains the World Gym for Life Challenge Regulation and, together with the signed contract by the awarded hosting FIG affiliated Federation, outlines the organisation for this event.

This regulation is written for both participating and organising FIG affiliated Federations.

The regulation can also be used for national or Continental Gym for Life Challenge events.

### **2. WORLD GYM FOR LIFE CHALLENGE OBJECTIVES**

The objectives of the World Gym for Life Challenge include:

- Promoting the value and diversity of Gymnastics
- Encouraging the growth of Gymnastics for All worldwide
- Providing incentives for meaningful work within FIG affiliated Federations
- Inspiring enjoyment in exercise and encouraging personal activity
- Demonstrating the unlimited possibilities of different ideas of Gymnastics for All
- Presenting the most recent findings and developments
- Bringing together gymnasts from all over the world as a contribution towards the friendship of nations
- Presenting the diversity of Gymnastics to a wider public
- Provide a second FIG event for gymnastic groups
- Offer gymnastic groups the opportunity to participate in a contest and have their performance evaluated
- Offer an interesting and exciting event in gymnastics for the participants and the audience
- Present interesting workshops for gymnasts and coaches.

### **3. POWERS**

#### **3.1 Responsibilities**

The responsibility for the World Gym for Life Challenge rests with the FIG Gymnastics for All Committee (FIG GfA C.) in cooperation with the hosting FIG affiliated Federation and their Local Organizing Committee (LOC). The roles and responsibilities between these parties are detailed in the contract established for the event.

#### **3.2 Organising body**

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

#### **3.3 Collaboration**

To ensure continuous collaboration between the LOC and the FIG GfA C. members of the FIG GfA C. must be included in some of the working groups formed by the LOC.

At the joint meetings that are held between the LOC and the FIG-GfA C, detailed information on all subjects must be given by the LOC to the FIG-GfA C.

### **3.4 Rules**

The implementation of the World Gym for Life Challenge shall be governed by the following:

- FIG Statutes
- Gymnastics for All Manual with the World Gym for Life Challenge Regulation
- The contract signed between the hosting FIG affiliated Federation and the FIG
- FIG Media Rules
- FIG Advertising and Publicity Rules
- Medical Organization of the Official FIG Competitions and Events (only the section relating to Gymnastics for All)
- FIG Ethics code
- FIG Accreditations Rules
- FIG Host Broadcaster (HB) Obligations (only the section relating to Gymnastics for All)
- Guidelines for Head of Delegation (HoD) at FIG Gymnastics for All events (see appendix 2)
- FIG Anti-doping rules.

## **4. IMPLEMENTATION**

### **4.1 Awarding of the hosting Rights for the World Gym for Life Challenge**

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

### **4.2 Frequency**

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

### **4.3 Duration**

The World Gym for Life Challenge will last a minimum of five days including the Opening and Closing Ceremonies.

### **4.4 Limitations**

The World Gym for Life Challenge must not be held in conjunction with any other Gymnastics or cultural event (e.g. national gymnastics festival, exhibition etc.).

### **4.5 Language**

The official language used for the World Gym for Life Challenge is English. At least two languages must be used where English is one of them.

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

## **5. BID PROCEDURES**

All FIG affiliated Federations will be invited to bid to host the World Gym for Life Challenge. This invitation will be sent six years before the event.

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

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

Per diem for the FIG GfA C. members shall be borne by the FIG.

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

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

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

## 6. WORLD GYM FOR LIFE CHALLENGE SCOPE AND PROGRAMME

The event programme shall include the following:

- Opening Ceremony
- Contest
- World Gym for Life Gala
- Workshops
- Show performances
- Closing Ceremony

### 6.1 Opening Ceremony



Opening Ceremony, Vestfold 2017

The ceremony shall take place on the first day of the World Gym for Life Challenge. The ceremony marks the beginning of a festive, cheerful World Gym for Life Challenge and is attended by all participants of all participating FIG affiliated Federations.

#### 6.1.1 Venue

The ceremony can take place indoors or outdoors depending on local conditions. An arena of approx. 800 m<sup>2</sup> (approx. 40m x 20m), with a tiered seating spectator capacity of at least 3'000 including reserved space for the participants.

#### 6.1.2 Presentation

The ceremony programme shall last for no more than one and a half hours (1h30) and should include the following elements:

- Presentation of the participating FIG affiliated Federations shall be done in alphabetical order of the dominant language of the host country, or in English. The LOC shall provide national flags and name boards of identical size. It is strictly prohibited for participants to carry any other flags, banners or publicity material. Special directives from the LOC will govern the march-in and formations. These must have particular regard to local circumstances especially in relation to the welfare of the participants
- A FIG representative will give a welcome speech (maximum 3 minutes including translation)
- A representative of the host country will give a welcome speech including the official opening declaration established by the FIG (maximum 3 minutes including translation)
- The FIG flag, followed by the World Gym for Life Challenge flag, will be raised, accompanied by the official music/song of the World Gym for Life Challenge, composed/arranged by the LOC
- The flag of the host nation will then be raised, as the country's national anthem plays
- Opening performance specially created for the event and under the leadership of the LOC.

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

### 6.1.3 Working group, Opening Ceremony

The LOC appoints a working group responsible for coordinating the ceremony. The FIG GfA C. will designate one of its Committee members to be part of this working group. This member has to be fully informed, in due time, about the idea, theme, content and management for the complete ceremony.

Working group, Tasks

The LOC working group has to prepare:

- A detailed schedule for the ceremony, (max. duration 90 minutes)
- A detailed security plan approved by the city authorities
- A detailed weather contingency plan (for outdoor event)
- A detailed transportation plan
- Gathering area and activities for the participants before the Opening Ceremony
- A detailed plan for the presentation of the participating Federations
- A detailed plan for seating of the participants
- Technical equipment for sound and light
- Broadcast and translation of the speech by the FIG representative and the Opening Declaration by the representative of the host country
- Procedures that will ensure protocols are respected concerning seating of VIP's, official persons and the raising of the FIG, World Gym for Life Challenge and National flags
- Medical services in all venues
- An Opening Performance specially designed for the ceremony

## 6.2 The Contest

Any kind of gymnastics can be presented in the Contest.

### 6.2.1 Venue

The Contest will take place indoors and either one or two performance areas can be used. Marked performance area should be approx. 600 m<sup>2</sup> (approx.: 20m x 30m), with a tiered seating capacity of at least 3'000 including reserved space for the participants.

The two performance areas may be placed in two different halls with a sound proof wall in between.

Information about the placement of the evaluators will be provided in one of the Newsletters.

The halls must meet minimum sound and lighting standards. The lighting during the contest must be the same for all groups.

The venue must have internet connection with sufficient bandwidth and a big screen is necessary.



Contest, Vestfold 2017

The venue must have designated seating for the Evaluators and an enclosed area for the Results Managers.

### 6.2.2 Age

The World Gym for Life Challenge is a Contest for groups of gymnasts of all ages.

### **6.2.3 Time/Music**

The duration of the performance cannot exceed 5 minutes. It can incorporate any gymnastics element; with or without apparatus and may be accompanied by music.

Groups participating in the “Gymnastics on or with large apparatus” category will receive extra time to prepare and secure their equipment. This will be included in the schedule.

Information about the duration of each performance as well as the music, must be sent to the LOC three months before the event.

The duration will be controlled when the music is received by the LOC and if the music is longer than 5 minutes, LOC will inform the group that a new version is needed with the maximum length of 5 minutes.

### **6.2.4 Number of gymnasts in a group**

The minimum size of a group is two active gymnasts. There is no maximum number.

Number of performances

Each group presents their performance once for evaluation. A gymnast can perform in only one group performance.

### **6.2.5 Rehearsal**

The LOC should offer time for rehearsal before the event. Information about this will be provided in the Newsletters.

### **6.2.6 Warm up**

The LOC will provide a schedule for the warm up. The warm-up area should be directly connected with the Performance area and should include adequate numbers of apparatus.

### **6.2.7 Categories**

Groups can participate in only ONE of the following categories, which are divided by type of performance and size.

1a: Gymnastics & Dance, small group (20 or less gymnasts)

1b: Gymnastics & Dance, large group (21 or more gymnasts)

2a: Gymnastics on or with large apparatus, small group (20 or less gymnasts)

2b: Gymnastics on or with large apparatus, large group (21 or more gymnasts)

To keep a category into the Contest, at least 4 groups must be registered. If only one, two or three groups are registered, the category will be incorporated into one of the other categories.

### **6.2.8 Evaluation**

Each performance will be evaluated on the following:

- Entertainment value
- Innovation, originality and variety
- Technique, quality and safety
- Overall impression

Each criterion has an equal value of 5 points.

The evaluation will be carried out by a panel of 4 experts (2 panels in total); each of whom has experience of different gymnastics disciplines but also in relation with artistry, choreography, performance and technique. This panel is selected by the FIG GfA C.

A supervisor will be appointed by the FIG GfA C. to oversee the evaluators before and during the event. After each performance the evaluators give their 4 scores (maximum 5 points/criterion) which add up to their total score (maximum of 20 point). All scores are given independently. All scores are counted (maximum 4 x 20 point).

The evaluation process requires a connection system with cable or wifi between every expert panel and the result managers.

### **6.2.9 Results**

In each category a ranking list is created using the total score. The ranking list is used to determine the Gold, Silver and Bronze awards.

The Gold will be awarded to the groups with the highest scores. The Silver and Bronze awards are divided equally among the remaining groups.

The Gold, Silver and Bronze awards are the official results. The medals are presented to the groups in starting order. The ranking list is not official and is only available to determine the final result. Only the official result will be published or communicated.

For the Contest, an electronic evaluation system is set up by the LOC in accordance with the FIG requests.

This system enables each evaluator to give his/her scores directly after each performance. The results should immediately be shown on a computer in the enclosed area after all evaluators have given their scores.

The system must be set up in a way, that it is secure, and guaranteed that the results of the evaluation will only be seen on the one computer in the enclosed area, and nobody else is able to see the evaluation and result.

The enclosed area is managed by a maximum of 3 persons (results managers). This group is selected by the FIG GfA C.

All groups awarded Gold will participate in the World Gym for Life Gala. The duration of the Gala limits the number of groups that can receive a Gold award. A maximum of 14 Gold awards will be discerned among the different categories. The number of Gold awards per category will depend on the number of groups in each category.

Each gymnast receives either a Gold, Silver or Bronze medal and each group receives a certificate.



Contest, Vestfold 2017

### 6.2.10 Feedback

A group of 3-4 persons, each with recognised expertise in different gymnastics disciplines but also in relation with artistry, choreography, performance and technique, will during the contest observe all groups. This feedback group is selected by the FIG GfA C.

After each category of performances, this group can meet with the evaluators to prepare the feedback that will be given to the groups. This feedback is optional. The groups must indicate in advance if they will attend the feedback.

### 6.2.11 Working group, Contest

The LOC appoints a working group responsible for coordinating the Contest. The FIG GfA C. will designate two of its Committee members to be part of this working group. These members have to be fully informed, in due time, about the venue, sound, light, evaluation system for the evaluators, the connection system for the results, training schedule, contest schedule, apparatus, volunteers and their duties, communication during the contest, the feedback, preparation of medals and certificates and time schedule for the awards ceremonies.

### 6.2.12 Working group, Tasks

The LOC working group has to prepare:

- Venue (floors, grandstands and technical equipment, etc)
- Evaluation system
- Placement of evaluators and group responsible for the feedback
- Placement of the results managers (enclosed area)
- Apparatus

- A detailed training schedule
- A detailed contest schedule
- Volunteers for all duties that are required
- Communication via headset between the floor manager, music technician, announcer, evaluators, results manager, award ceremony manager and FIG.
- Medical services in all training and contest venues
- A detailed seating plan for the participants and VIP's.

## 6.3 The World Gym for Life Gala

### 6.3.1 Venue

The Gala may take place in the same area as the Opening Ceremony or the Contest.

Marked performance area should be approx. 600 m<sup>2</sup> (approx.: 20m x 30m), with a tiered seating capacity of at least 3'000 including reserved space for the participants.

The halls must meet minimum sound and lighting standards. The lighting during the Gala must be the same for all groups.

A big screen is necessary.

For the evaluation of the World Gym for Life Gala a procedure needs to be set up according to the FIG GfA C. request.

This procedure consists of prepared evaluation form for each evaluator. If not electronically transferred into the computer in the enclosed area, the forms will be collected and the Result Managers will enter the result into the computer.

The venue must have designated seating for the evaluators and an enclosed area for the results managers.

### 6.3.2 Participation

A Gala is organised during the last day of the World Gym for Life Challenge. All groups awarded Gold will participate in the Gala. Their performance during the Gala will be evaluated.

A maximum of 16 groups will participate in the Gala; 14 Gold groups and 2 wild cards.

After the Contest two wildcards will be awarded for the Gala. The FIG GfA C. decides how the wildcards will be awarded.

The Gala choreographer, appointed by the LOC, will determine the start order of the participating groups. The Choreographer is also responsible for the Gala rehearsal. Participation at the rehearsal is compulsory for the 16 groups.



Contest, Vestfold 2017

### 6.3.3 Evaluation

The evaluation during the Gala will be made by the evaluators plus one representative from each participating Federations (to be named at the HoD meeting the day of the Gala).

Each evaluator will identify on their evaluation form their first choice (# 1 = Best group), their second choice (# 2 = second best group), and their third choice (# 3 = third best group).

The evaluation criteria will be the same as that used for the Contest. Each evaluator will work independently.

- Entertainment value

- Innovation, originality and variety
- Technique, quality and safety
- Overall impression

With the help of a computer software programme the # 1, 2 and 3 are assigned a value, see **Appendix 1**. The computer then creates a ranking list to determinate the group with the highest score.

Number 1 = 10 points

Number 2 = 6 points

Number 3 = 2 points

In case of a tied score, the tie is broken in the following manner:

- Most Number 1s
- The highest score given by the 8 Expert evaluators
- The highest score given by the Federation evaluators

To do this, the expert evaluators will be identified by the computer.

#### 6.3.4 Award Ceremony

The WORLD GROUP CHAMPION will be awarded the Bruno Grandi trophy. A miniature of the trophy will be kept by the group and the big trophy will be engraved with the group's name and kept in the FIG headquarters.

When announcing the WORLD GROUP CHAMPION, this group's national flag will be presented while their national anthem is played.



Gala, Vestfold 2017

#### 6.3.5 Working group, Gala

The LOC appoints a working group responsible for coordinating the Gala. The FIG GfA C. will designate one of its Committee members to be part of this working group. This member must be fully informed, in due time, about the choreographer, the placement of the evaluation group, the preparation as well as the complete management of the Gala as well as the timing of the award ceremony.

#### 6.3.6 Working group, Tasks

The LOC working group has to prepare:

- The running order together with the Choreographer
- The venue
- Sound and light in the venue
- The evaluation form
- Placement of evaluators together with two GfA C members
- Placement of the results manager (Enclosed area)
- Apparatus
- A detailed Gala schedule
- Volunteers for all duties that are required
- Communication via headset between the floor manager, music, technician, announcer, results managers, award ceremony manager and FIG
- Medical services in all training and contest venues

- A detailed seating plan for the participants and VIP's

## **6.4 Workshops**

A variety of practical Workshops focusing on the Gymnastics for All areas like Gymnastics & Dance, Fitness, Health and working on or with apparatus will be offered.

These Workshops will be for all participants (coaches, leaders, observers and gymnasts) and will serve as a way of spreading the values of Fun, Fitness, Fundamentals and Friendship.

Each participating Federation will be asked to present one or more workshops during the event. The LOC is responsible for scheduling and promoting the workshops.

### **6.4.1 Venue**

For practical workshops an area of 20m x 30m is needed. A podium and a headset for the instructor are also needed. The hall must have a sound system, including a headset microphone for the presenter(s).

Depending on the number of workshops more than one hall may be needed.

Outdoor workshops can also be offered.

### **6.4.2 Time**

Each workshop can be a maximum of 60 minutes long.

### **6.4.3 Working group, Workshops**

The LOC appoints a working group responsible for coordinating the Workshops. The FIG GfA C designates one of its Committee members to be part of this working group. This member must be fully informed, in due time, about the venue, content and schedule for the Workshops.

### **6.4.4 Working group, Tasks**

The LOC working group has to prepare:

- The venue
- Podium and headset
- Sound and light in the venue
- Apparatus
- A detailed Workshop schedule
- Volunteers for all duties that are required
- Announcers
- Medical services in all Workshop venues

## **6.5 Show Performances**

During the week Show Performances will be organised and all groups will be invited to participate. This will be an opportunity for the groups to perform more than once during the event and for the LOC to promote the entire event.

The LOC is responsible for the scheduling and the promotion of the Show Performances.

### **6.5.1 Venue**

Depending on local situation the Show Performances can be outdoors or indoors. The size of the performance area may be different than the contest area and will be communicated to the participating groups well in advance. The performance area must meet minimum sound and lighting standards.

### **6.5.2 Time and Content**

A Show Performance can be up to 10 minutes and of any type of gymnastics. In the Definitive registration, each group have to inform the LOC of the duration and content of their Show Performance.

### **6.5.3 Working group, Show Performances**

The LOC appoints a working group responsible for coordinating of the Show Performances. The FIG GfA C. designates one of its Committee members to be part of this working group. This member must be fully informed, in due time, about the venues, content and schedule for the Show Performance.

### **6.5.4 Working group, Tasks**

The LOC working group has to prepare:

- The venues
- Sound at the venues
- Apparatus
- A detailed Show Performance schedule

- Volunteers for all duties that are required
- Announcers
- Medical services at all venues.

## 6.6 Closing Ceremony

The ceremony will take place on the last day of the World Gym for Life Challenge and should be connected to the Gala. The Award Ceremony for the Gala may be included in the Closing Ceremony. The ceremony marks the ending of a festive, cheerful week. The Ceremony is attended by all participants of all participating FIG affiliated Federations.



Closing Ceremony, Vestfold 2017

### 6.6.1 Presentation

The ceremony programme shall last for no more than one and a half hours (1.5h) and should include the following elements:

- Closing speech by the President of the Organising FIG affiliated Federation or the LOC (maximum 3 minutes including translation)
- The presentation of the organiser of the next World Gym for Life Challenge (maximum 3 minutes including translation). This presentation can be done throughout a live performance or by a video shown on the screen used of the contest
- Announcement of The WORLD GROUP CHAMPION
- Closing speech by the FIG representative (maximum 3 minutes including translation)

Approval from the FIG GfA C. is required for the content and/or any modification to the above Closing Ceremony elements.

The order of those elements is decided in cooperation between the LOC and the FIG.

### 6.6.2 Working group, Closing Ceremony

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

### 6.6.3 Working group, Tasks

The LOC working group has to prepare:

- A detailed schedule for the ceremony
- A detailed security plan approved by the city authorities
- A detailed transportation plan
- A detailed plan for the presentation of the participating Federations as well as VIP's
- Technical equipment for sound and light as well as translation of the speech by the LOC / hosting NF representative as well as the FIG representative
- Procedures that will ensure protocols are respected concerning seating of VIP's, official persons as well all as the transmission of the FIG flag to the next organiser of the next World Gym for Life Challenge Contact with the Organising Committee of the next World Gym for Life Challenge.

## 6.7 Side Events and Leisure Activities

Side events and leisure activities can be organised for the participants. Besides sightseeing before, during or after the event other leisure activities in the city and its surroundings can be offered. Also

training camps may be organised before the event. These activities may be coordinated directly by the LOC or assigned to an official partner, who may be responsible for the organisation. The cost for this is not included in the Participants card.



Side Events, Vestfold 2017

## **7. PARTICIPATION, REGISTRATION AND PAYMENT**

### **7.1 General**

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

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

#### **Responsibility and Supervision**

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

The LOC must be aware that participants with disabilities may require a higher degree of assistance. The LOC must clearly and in due time inform the participating FIG affiliated federations about national laws and regulation that may affect the participants and this must be respected.

### **7.2 Participation Possibilities**

There are no limits to how many groups a FIG affiliated Federation registers. However, a gymnast can participate only once in the Contest.

A group can participate in only one of the four categories. It depends on the number of gymnasts and the main focus of the performance. The group itself determines what their main focus is:

- Gymnastics & Dance or
- Gymnastics on or with large apparatus

### **7.3 Registration Procedure**

The registration will be done via the dedicated on-line platform. The invitation, the forms and the Newsletters will be on both the FIG Intranet platform and the LOC intranet page. Only FIG affiliated Federations have access to this information.

Documents can also be published on the LOC public website, but no financial references shall be made in those documents.

#### **7.3.1 Invitation and Newsletters**

Three years prior to the World Gym for Life Challenge, the FIG and LOC will jointly invite the FIG affiliated Federations to participate. Two months later, the FIG affiliated Federations will receive the first

Newsletter with local information, an outline of the costs and an overview of the proposed programme for the event.

The LOC is responsible for the content of the Newsletters. The content must be approved by the FIG GfA C. before it is circulated. The Newsletters will be published on both the LOC web site and the FIG web site.

### **7.3.2 Notification of interest**

1 ½ years prior to the World Gym for Life Challenge, the FIG affiliated Federations must send their notification of interest for the World Gym for Life Challenge to the LOC and the FIG.

### **7.3.3 Provisional registration**

One year prior to the World Gym for Life Challenge, the Provisional Registration must be submitted to the FIG and the LOC and include:

- Total active number of participants
- Expected number of groups per category
- Expected number of gymnasts per group
- Expected number of participants with a disability
- Expected number of workshop presentations
- Expected number of Show Performances
- Expected needs concerning school and hotel accommodation

### **7.3.4 Definitive registration**

Six months prior to the World Gym for Life Challenge, the Definitive Registration must be sent to the FIG and the LOC.

### **7.3.5 Payment**

At the time of the Definitive registration the FIG affiliated Federations must pay 50% of the participant cards cost to the LOC, as a deposit.

Two months prior to the World Gym for Life Challenge the FIG affiliated Federations must make the final payment based on the actual number of participants. All previous deposits will be taken into account for this transaction.

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

Accommodation, meals, tickets etc. must be paid in full no later than two months prior to the World Gym for Life Challenge.

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

By accepting the participant card payment, the LOC is responsible for delivering what is promised. Any claim from an FIG affiliated Federation, must be forwarded to the LOC and copied to FIG.

## **8. PROGRAMME AND TIMETABLE**

Two months prior to the World Gym for Life Challenge, the LOC shall present a draft overall schedule to the FIG GfA C. This draft overall schedule will be sent to the participating FIG affiliated Federations after it is approved by the FIG GfA C.

The final version of the Official Guide (printed or digital version) with the overall schedule will be given to the Head of Delegation (HoD) at the accreditation, when all accounts must be paid in full.

## **9. FINANCES**

The LOC has the following financial obligations:

### **9.1 All expenditures**

The LOC is responsible for all financial undertakings and the full underwriting of all expenditures involved in the organisation and staging of the World Gym for Life Challenge.

### **9.2 Budget**

The LOC is responsible for developing a budget, three years prior to the World Gym for Life Challenge. This must include the price for the participant card, accommodation, breakfast, meals and local transportation and should be submitted to the FIG-GfA C.

1½ years prior to the event the LOC have the opportunity to submit a revised budget.

### **9.3 Participant card**

The LOC is responsible for distributing a participant card to each participant in the World Gym for Life Challenge. This card provides free entry to all events during the World Gym for Life week with the exception of the World Gym for Life Gala and other special evening performances. Participants should pay a reduced price for tickets for the Gala and evening performances.

The price of the participant card, after consultation between the LOC and the FIG GfA C., is stipulated in the contract signed between the FIG and the organising FIG affiliated Federation. The price also includes the participant guide (printed or digital version) and the transportation during the World Gym for Life Challenge week.

The participant card at the World Gym for Life Challenge is the same as the accreditation Card at other FIG events and follows the FIG Accreditation Rules.

Participants are as described in the FIG Accreditation Rules.

### **9.4 Ticket prices**

The LOC shall determine the entry price for all events based on their knowledge of the local market and in consultation with the FIG-GfA C.

The prices must be confirmed 1½ years prior to the World Gym for Life Challenge.

### **9.5 Accommodation and meal costs**

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

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

### **9.6 Local transportation service**

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

Transportation must be available from the accommodations to all the venues and back again.

Transportation between the different venues must also be available.

The LOC is only obligated to provide transportation from accommodations provided by the LOC.

Transportation has to be estimated for the number of participants and has to be operated in a safe way.

### **9.7 Cost**

The cost for local transportation is included in the participant card.

#### **9.7.1 Transportation from and to arrival locations**

For the transfer between the arrival locations (e.g: airport, trains stations) and the accommodation (e.g: schools), the LOC may organise special transportation with e.g. busses. The cost for this service will be announced in the Newsletter.

### **9.8 Joint meetings with FIG GfA committee**

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

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

### **9.9 Working group Meetings**

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

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

### **9.10 FIG authorities cost during the event**

The LOC must pay the travelling expenses, hotel cost (single room with breakfast) for members of the FIG authorities (President, Secretary General and members of FIG Gymnastics for All Committee) as well as providing a free dedicated transport service for them during the whole stay at the World Gym for Life Challenge.

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

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

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

Dedicated seating must also be granted to any FIG accredited person.

Detailed information can be found in the FIG Accreditation Rules regarding the various rights and access zones for all FIG persons.

### **9.11 Fees to the FIG**

The LOC will pay the following fees to the FIG:

- A percentage of the revenue from ticket sales
- A percentage of the revenue from rights sold to TV
- 15 % of the cost effectively paid by each participant (Participation Card).

The percentages, not shown above are to be found in the contract signed by the FIG and the hosting FIG affiliated Federation of the World Gym for Life Challenge

### **9.12 Final Account**

At the latest four months after the World Gym for Life Challenge the LOC should submit a final general account to the FIG, together with a final report.

## **10. ACCREDITATION AND PROCEDURES**

Everyone officially involved in the World Gym for Life Challenge must have an accreditation.

For participants this is the participant card. Other people (LOC, FIG, VIP's and other guests) will receive an accreditation card.

This accreditation card includes the same rights and responsibilities as the participant card and additional possibilities. The LOC is responsible for preparing and providing the accreditation according the FIG Accreditation Rules.

At the time of the accreditation, the Head of Delegation (HoD) is responsible for:

- Making sure that all financial obligations toward the LOC are settled
- Confirm by signing that the all delegation has a valid insurance including illness, accident and repatriation for the all period of the event
- Verifying the participant cards, accommodation, meal, tickets and other service requirements
- Control the national flag and national anthem that the LOC will present to them
- Checking and confirming the transfer on departure day.

Media representatives will be accredited via the FIG Media department.

## **11. APPARATUS**

### **11.1 Provided by the LOC**

To all official performances during the event the LOC must provide gymnastics apparatus and in the official Newsletters describe what apparatus will be available (brand, model and quantity).

The quantity will be based upon previous experience.

At the World Gym for Life Challenge only gymnastics apparatus approved by the FIG will be provided. If apparatus not mentioned in the FIG certificated suppliers' list is to be used, it must be of a high and safe quality and approved before the event by the FIG GfA C.

### **11.2 Not provided by the LOC**

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

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

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

## **12. LOGISTICS - ACCOMMODATION, CATERING AND TRANSPORTATION**

### **12.1 Accommodation**

Accommodation will mainly be in class rooms at schools, or similar, equipped with appropriate sanitary facilities. The LOC may, as an optional service, refer participants to different types of accommodation such as hotels, youth hostels, youth guest houses, private quarters, or camping sites.

If other locations than class rooms in the school are to be used for accommodation, this must first be approved by the FIG GfA C.

#### **12.1.1 Location**

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

#### **12.1.2 Cost**

The cost for accommodation is not included in the participant card. Breakfast is included in the accommodation cost.

#### **12.1.3 Capacity per classroom**

One classroom (70m<sup>2</sup>) is for approximately 12 persons (approximately 6m<sup>2</sup> per person). Participants will be assigned to their accommodation in classrooms by their delegation managers.

#### **12.1.4 Sanitary facilities, minimum requirements**

- 1 shower per 12 persons
- 1 washbasin per 6 persons
- 1 toilet (seat type) per 12 persons.

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

#### **12.1.5 Sleeping supplies and services**

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

- All schools should include:
- Rooms for delegation managers
- Catering facilities (drinks and snacks).
- Guards and security personnel (round-the-clock-service).
- First-aid service.
- Daily cleaning.
- Daily waste collection
- Emergency repair services for sanitary facilities.

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

### **12.2 Catering**

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

#### **12.2.1 Cost**

The cost for breakfast is included in the accommodation cost. The cost for a hot meal is not included in the participant card or the accommodation cost.

#### **12.2.2 Breakfast**

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

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

#### **12.2.3 Hot Meals**

At least one hot meal is served every day, within the catering area.

Every day, at least two different menus must be provided of which one should be vegetarian. It must be a complete hot meal with potatoes, rice or pasta together with meat or fish and vegetables.

Daily menus have to be different every day to ensure variety. Water must be served with all meals and should be included in the cost.

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

### **12.3 Transportation**

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

Transportation should be organised from the accommodations to the venues and back again. Transportation between the different venues must also be organised. The LOC is only obligated to provide transportation from accommodations provided by the LOC. Transportation has to be estimated for the number of participants and has to be operated in a safe way.

#### **12.3.1 Cost**

The cost for local transportation is included in the participant card.

#### **12.3.2 Transportation from and to arrival locations**

For the transfer between the arrival locations (e.g: airport, trains stations) and the accommodation (e.g: schools), the LOC may organise special transportation with e.g. busses. The cost for this service will be announced in the Newsletter.

#### **12.3.3 Working group, Logistics**

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

#### **12.3.4 Working group, Task**

The LOC working group has to prepare:

- A detailed plan for accommodation, catering and transportation.

## **13. MEDICAL SERVICES, INSURANCE AND SECURITY**

### **13.1 Medical organisation**

FIG Medical rules, "Medical organisation of the FIG competitions" (only the section relating to Gymnastics for All) and the FIG Anti-doping rules apply to the World Gym for Life Challenge.

#### **13.1.1 Chief Medical Officer**

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

#### **13.1.2 Safeguarding and protecting participants in gymnastics**

From the official date of arrival until the official day of departure of the event, participants have the opportunity to contact by phone or email a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

### **13.2 Insurance**

#### **13.2.1 Participating FIG affiliated Federations**

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

A participant without insurance will not receive a participant card and will not, therefore, be allowed to participate in the World Gym for Life Challenge.

#### **13.2.2 LOC**

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

The LOC will produce a document which every federation will have to confirm by signing that all its delegation members have a valid insurance including illness, accident and repatriation for the all period of the event.

The LOC must take out its own civil liability insurance.

### **13.3 Security**

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

## **14. EXTRA FACILITIES**

### **14.1 Meeting points and Stands**

During the World Gym for Life Challenge the participants need different meeting points such as FIG affiliated Federation Information Stands, exhibitions, and rest areas.

Also commercial stands can be present but should not disturb the aim with the meeting points, which is to meet up and share information.

### **14.2 Offices and other meeting rooms**

In addition to all other venues, halls, arenas and meeting rooms needed for the event, the LOC has to provide the following offices and meeting rooms for the FIG:

- Office and meeting room for the FIG GfA C
- Office for the President of the FIG GfA C
- Office for the FIG Media department
- Office for the FIG Secretariat department
- Office for the FIG President
- Office for the FIG Secretary General
- Office for the FIG TV Production
- Meeting rooms for Evaluators and the group responsible for feedback.

If the FIG Executive Committee is meeting during the World Gym for Life Challenge the LOC has to provide this meeting room

The details and content for all those rooms and offices are described in the contract signed between the FIG and the hosting FIG affiliated Federation.

### **14.3 VIP**

Rules concerning VIP accreditation can be found in the FIG Accreditation Rules.

Location/seating Performance area

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

For the Welcome Evening as well as the Gala, VIP seating is also provided.

For the Opening and Closing Ceremonies, the amount of VIP seating for the FIG and the LOC is described in the contract between FIG and the hosting FIG affiliated Federation.

#### **14.3.1 VIP area**

The LOC is responsible for organising a VIP area which is accessible for Head of Delegation (HoD), FIG authorities and the LOC. A list of other guests with access to the VIP area will be created by the LOC in cooperation with the FIG GfA C.

The aim with the VIP area is to give the possibility to meet in a quiet and closed off area.

#### **14.3.2 VIP catering**

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

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

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

#### **14.3.3 Cost**

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

Access rights to the VIP areas are described in the current valid FIG Accreditation Rules.

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

### **14.4 Special Assistance**

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

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

## **15. RESPONSIBILITIES AND COORDINATION**

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

### **15.1 Cooperation between the next LOC and the current LOC**

After being awarded as FIG hosting affiliated Federation for the next World Gym for Life Challenge, this LOC may participate, at its own cost (refer to FIG Accreditation Rules), with an Observation group at the current World Gym for Life Challenge.

To learn from the previous organiser, this LOC will also participate, in the Evaluation meeting held in November, the same year as the current World Gym for Life Challenge.

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

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

The FIG will bear the costs related to airfares in economy class and accommodation in single rooms including breakfast with a maximum of 2 key members responsible for functional areas.

By tradition at Gymnastics for All events, the current LOC invites two people from the previous World Gym for Life Challenge LOC to participate as VIP guests. All costs, exclusive of travel costs are paid by the current LOC.

### **15.2 Cooperation between the FIG GfA Committee and LOC**

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

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

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

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

During the World Gym for Life Challenge period, the LOC has to set up a communication system by radio or mobile phone for the LOC and the FIG. The details for this are described in the contract signed by the FIG and FIG Organising affiliated Federation.

## **16. GENERAL ORGANISATION**

### **16.1 FIG Gymnastics for All Committee**

#### **16.1.1 Regulation**

Responsible for implementing the World Gym for Life Challenge Regulation

#### **16.1.2 Head of Delegation meeting and evaluation**

Responsible for conducting the Head of Delegation (HoD) meetings during the event and responsible for the evaluation of the event by the Head of Delegation (HoD).

#### **16.1.3 Evaluation meeting**

Responsible for the invitation to the Evaluation meeting organised after and in the same year as the event and responsible for conducting the meeting.

The LOC of World Gym for Life Challenge being evaluated and the LOC of the next World Gym for Life Challenge are invited to meet with the FIG-GfA C.

#### **16.1.4 Special cases**

Responsible for considering special cases concerning participation and the organisation.

#### **16.1.5 Newsletters**

The right to be consulted with regards to drafting the Official Newsletters and to approve the final versions.

#### **16.1.6 Budget**

The right to be consulted during the preparation of the budget and the right to monitor the budget for the World Gym for Life Challenge.

### **16.1.7 Prices**

The right to approve the prices of the participant card, Entry fees, and tickets

## **16.2 LOC**

### **16.2.1 Rules**

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

### **16.2.2 Organisation and timelines**

Responsible for producing an organisational plan including timelines in agreement with the FIG-GfA C.

### **16.2.3 Newsletters**

The LOC is responsible for publishing the official Newsletters and other official information for the FIG affiliated Federations as per the agreed schedule.

The content of every Newsletter must be approved by the FIG GfA C. before distribution.

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

A Federation version of the Newsletters including all financial aspect of the World Gym for Life Challenge will be published on both the FIG Intranet platform as well as the LOC intranet page.

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

### **16.2.4 Receive registrations**

Responsible and dealing with entries as per Article 6

### **16.2.5 Promotion**

The LOC is responsible for developing a promotional plan to promote the event by means of social media, press, radio, television, printed matter, etc. This plan should be approved in advance by the FIG-GfA C.

### **16.2.6 Facilities**

The LOC is responsible for providing the necessary facilities and installations, including the apparatus and sound system. If the participating FIG affiliated Federation so require, the organiser will – within the context of existing possibilities - provide them with lockable storage space near the arenas.

### **16.2.7 Volunteers**

Beyond hired professional staff; the LOC must also provide enough volunteers to run the event. The volunteers should be well trained and qualified to carry out their duties.

### **16.2.8 Logo**

The LOC is responsible for designing a graphic symbol (logo) for the World Gym for Life Challenge. This logo must be approved by the FIG EC in advance and should be registered legally to protect the copyright and intellectual property rights of the LOC.

The logo must in all cases be presented together with the official FIG logo.

The participating FIG affiliated Federations have the right to use the logo for promotional purposes and on material they produce for their participants. This right does not extend to the commercial use of the logo in any way. Such permission must be obtained beforehand from the LOC.

### **16.2.9 Accommodation and Catering**

The LOC must develop an Accommodations Plan for all the participants in the World Gym for Life Challenge, which is approved by the FIG-GfA C.

The LOC is responsible for making all the arrangements for the participants' meals.

### **16.2.10 Medical services, Insurance and Security**

The LOC is responsible for providing Medical services, Insurance and Security according Article 10

### **16.2.11 Final Report, Evaluation of the event**

The LOC must present a written report about the event at the Evaluation meeting held not later than four months after the event. The evaluation is based on the LOC experience and should be presented to the FIG GfA C. and the next LOC.

The evaluation report should include facts, figures, statistics, comparisons, conclusions and ideas for improvement concerning:

- Information (Newsletter, meetings, Internet, social media etc.)

- Communication (affiliated Federations, registration, FIG, social media etc.)
- Logistics (transportation, meals, accommodations, venues etc)
- Security
- Medical services and a detailed medical report
- Opening/Closing Ceremony
- Contest
- World Gym for Life Gala
- Workshops
- Show Performances
- Statistics, such as but not limited to:
  - Participants – numbers, age, gender
  - Performances – numbers of participants and the different performances
  - Accommodations used and how the it was divided between the participants
  - Catering – number of meals served
  - Spectators and sold tickets
- The LOC may add more statistic that can be of value for the coming organisers.
- Other relevant information may also be included in the report
- Final financial report
- This evaluation will be used for the planning of the next World Gym for Life Challenge.

### **16.3 Official Guide**

The LOC is also responsible for the official guide (printed or digital version), which all participants receive together with their participant card. The following should be included in the participant guide:

- Welcome word from the FIG, the LOC and local authorities
- Overall performance schedules
- Chronological performance schedule
- Map of all venues
- Presentation of the LOC and FIG GfA C
- Participating nations
- Information about the venue. Opening Ceremony, Contest, Workshops, Show Performances, World Gym for Life Gala and the Closing Ceremony
- Information about Security, Safeguarding, Transportation, Catering, Accommodation and Medical Services
- Other information and advertising may also be included.

All participants should receive the Official Guide (printed or digital) together with their participant card from their Head of Delegation (HoD).

## **17. CONCLUDING PROVISIONS**

Any question not covered by these World Gym for Life Challenge Regulation must be negotiated in every single case with the LOC and the FIG-GfA C.

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

## SECTION 4 - COLLOQUIUM

Every year the FIG Gymnastics for All committee organizes a colloquium where all FIG member federations and FIG Continental Unions are invited to discuss Gymnastics for All activities.

Each GfA Colloquium has a topical theme, which is presented by the FIG GfA C. and delivered by subject matter experts, with contributions from the host federation and the attending delegates.

It is an opportunity to exchange knowledge, to inspire, and to develop unified solutions based on shared international experiences to grow Gymnastics for All and build connections in an environment of solidarity.

### Updated 2025

The 2025 amended edition of the Gymnastics for All Manual, including the Guidelines for Head of Delegations at FIG GfA Events, have been approved at the FIG Council meeting in Qawra (MLT) in May 2025.

President: Mr. Morinari WATANABE



Secretary General: Mr. Nicolas BUOMPANE



GfA Committee President: Mr Rogério VALERIO



## APPENDIX 1

### WORLD GYM FOR LIFE GALA EXAMPLE SCORE SHEET

|          | 1    | 2    | 3    | 4    | 5    | 6    | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20 | Score total | Egalité   |  |
|----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|----|-------------|-----------|--|
| <b>A</b> |      | 1=10 |      |      | 1=10 |      |      | 2=6  |      |      | 3=2  |      | 1=10 |      |      |      | 1=10 |      |      |    | <b>48</b>   | 4 x 1     |  |
| <b>B</b> | 1=10 |      |      | 1=10 |      |      |      |      |      |      | 2=6  |      | 2=6  |      |      |      |      | 1=10 |      |    | <b>42</b>   |           |  |
| <b>C</b> |      |      |      |      |      |      |      |      | 1=10 |      |      |      | 3=2  |      |      |      | 2=6  |      |      |    | <b>18</b>   |           |  |
| <b>D</b> |      |      |      | 2=6  |      | 1=10 |      | 1=10 | 2=6  |      |      |      |      | 1=10 |      |      |      | 2=6  |      |    | <b>48</b>   | 3 x 1     |  |
| <b>E</b> | 2=6  | 2=6  | 3=2  |      |      | 2=6  |      |      | 3=2  |      |      |      |      | 2=6  |      |      | 3=2  |      |      |    | <b>30</b>   |           |  |
| <b>F</b> | 3=2  |      |      |      | 2=6  |      | 1=10 |      |      | 1=10 |      |      |      | 3=2  |      |      |      | 3=2  |      |    | <b>32</b>   |           |  |
| <b>G</b> |      |      |      |      |      |      |      |      |      |      | 1=10 |      |      |      | 1=10 |      |      |      |      |    | 3=2         | <b>22</b> |  |
| <b>H</b> |      |      |      |      |      |      |      |      |      |      |      | 1=10 |      |      | 2=6  |      |      |      |      |    | 2=6         | <b>22</b> |  |
| <b>I</b> |      | 3=2  | 2=6  |      | 3=2  |      | 2=6  |      |      |      |      | 2=6  |      |      | 3=2  |      |      |      |      |    | 1=10        | <b>34</b> |  |
| <b>J</b> |      |      |      |      |      |      | 3=2  |      |      | 2=6  |      | 3=2  |      |      |      | 1=10 |      |      | 3=2  |    | <b>22</b>   |           |  |
| <b>K</b> |      |      |      |      |      | 3=2  |      | 3=2  |      |      |      |      |      |      |      | 2=6  |      |      | 2=6  |    | <b>16</b>   |           |  |
| <b>L</b> |      |      | 1=10 | 3=2  |      |      |      |      |      | 3=2  |      |      |      |      |      | 3=2  |      |      | 1=10 |    | <b>26</b>   |           |  |

1-8 Evaluation de la part des experts

9-20 Federation evaluators

Group A and D had a tie so that was broken with the number of Number 1 given by the evaluators.

The winner was group A

## APPENDIX 2

### GUIDELINES FOR HEAD OF DELEGATIONS AT FIG GFA EVENTS

This information has been prepared to support National Federations and HoDs to attend the FIG World Gymnaestrada and FIG World Gym for Life Challenge. It outlines the important responsibilities of the HoD which, in agreeing to have this role, the person is committing to respect. This document does not replace or override any overarching rules or laws set by the FIG, National Federations or the event Local Organising Committee.

#### Role and Responsibility of a HoD:

All participating National Federations (NF) must nominate a HoD. The HoD is the official contact person between FIG, Local Organising Committee (LOC) and the participating NF.

The HoD is fully responsible for the NF delegation.

They must be able to speak and understand English, if not, the HoD must be accompanied by a translator. The HoD is usually involved in all delegation preparation and planning. If not, they must be up to date on all processes and details, including the registration process, information published in Bulletins or Newsletters and delivered at Information Meetings.

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

The HoD must be in attendance for the full time of the event.

If the HoD needs to be replaced at any time, this must be reported to the LOC and the FIG in written form, with the new person's name, officially communicated by the National Federation.

#### Pre-event

##### Timeline

A timeline will be published by the LOC in the event Official Bulletins/Newsletters and within the event registration system. The timeline includes deadlines for providing information to the LOC which should always be respected.

##### Registration

Registration begins three years before the event with an invitation from the FIG and LOC sent to all FIG affiliated National Federations. There are several stages to registration that are specific to each event and are explained in detail in section [7.4 of the FIG Gymnastics for All Manual](#).

Registration is completed via an online platform. The HoD is responsible for ensuring that all information included in each stage of the registration is correct and complete.

##### Data Sharing

The events will be managed in line with the FIG Data Protection policy. Before adding any individual participant information onto the online platform, check the policy of your National Federation and/or laws of your country with regards to sharing personal data with another organisation.

##### Code of Conduct and Code of Ethics

All participants must adhere to the [FIG Code of Conduct](#) and FIG [Code of Ethics](#) whilst participating in FIG events. The HoD should provide the FIG Code of Conduct and Code of Ethics to all participants prior to arrival, to be reinforced during the event.

##### Accreditation

The HoD should arrange a day and time to meet and collect their delegation accreditations from the LOC. This must be done in person and, if possible, prior to the whole delegation's arrival. The HoD must be prepared to check and confirm precise details in this meeting.

##### Participant Cards

The HoD will be responsible for confirming and verifying all participant cards and providing evidence of valid health insurance (illness, accident and repatriation during the period of the event) e.g. a photocopy of the valid insurance policy.

### Finalising payments

The HoD is responsible for settling all financial obligations toward the LOC, before the participant cards can be issued. The HoD should therefore check, prior to the meeting, that they know how much is outstanding and that they have the suitable means to pay, as agreed by the LOC.

### Additional items

All additional items ordered with the LOC will also be confirmed. The HoD is responsible for knowing all service requirements booked through the LOC.

### Schedule

The HoD will receive a finalised schedule for the delegation.

Once all these items are clear, then the HoD will receive the whole delegation accreditation.

### During the Event

The HoD must be contactable by the LOC and FIG at all times in case of emergencies or immediate action.

### HoD meetings

The HoD must attend all HoD meetings organised in collaboration by LOC and FIG. Meetings are scheduled to take place every day during the event, usually each morning prior to the official daily schedule starting. The meeting enables all HoDs to receive information daily about the event. A register of attendance is taken at every meeting.

### Welfare and safeguarding responsibilities

The HoD must understand and work with the [FIG Policy and Procedures for Safeguarding and Protecting Participants in Gymnastics](#)

### School accommodation

The HoD is responsible for ensuring all school accommodation is clean, safe and accessible on arrival and must report any issues directly to the responsible person in the LOC.

Any damages in any form and from any cause, (including movable property belonging to the accommodation) caused by a registered participant of the event must be reported immediately directly to the responsible person in the LOC by the HoD. Financial reimbursement for damages to school accommodation may be asked by the LOC.

The HoD must enforce a zero-tolerance policy for the dealing, possessing or using drugs or alcohol in the school during the event and is responsible for the delegation abiding by this.

All school accommodation should be left clean and tidy, in the same way it was found and the HoD is responsible for ensuring this. The HoD may be required to sign a document on departure to confirm that they have checked the accommodation. If any problems are found by the HoD they must be reported immediately to the responsible person in the LOC before departure. Financial reimbursement for damages to school accommodation may be asked by the LOC.

### Hotel accommodation

This will be provided through an additional booking agreement directly with the LOC and NF. The HoD is responsible for booking hotel accommodation through the LOC and for signing a booking agreement which will include the confirmed price, cancellation policy and terms of payment.

### Departure Details

The HoD is responsible for checking and confirming all the departure day travel arrangements (VIPs, Staff and participants). These will be made available to all HoDs during the event, either digitally or printed and any issues should be raised as soon as possible.

### After the event

### Evaluation

It is the responsibility of the HoD to complete the online-event evaluation form received from the FIG.