# **Gymnastics for All**





# REGULATIONS MANUAL



Fédération Internationale de Gymnastique Gymnastics for All Committee 2009 Edition

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# 1 GYMNASTICS FOR ALL REGULATIONS

### **INTRODUCTION**

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

The Gymnastics for All (GfA) Committee is one of the FIG's management committees and consists of a President and six (6) members, of which two are Vice-Presidents.

The function of the GfA Committee is ruled by the Statues and these *Gymnastics for All* regulations. These Regulations are subdivided into the following articles:

- 1. Definition
- 2. Strategic Principles (Vision and Mission of the GfA Committee)
- 3. Policy
- 4. Mandate and Methods of the GfA Committee
- 5. Work fields

### ARTICLE 1 | DEFINITION

**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 well being – physical, social, intellectual and psychological.

The focus of *Gymnastics for All* activities is Fun, Fitness, Fundamentals, and Friendship and can involve:

Gymnastics with or without apparatus Gymnastics & Dance

*Gymnastics for All* can be showcased through either demonstration, performance (e.g. "World Gymnaestrada") or competitive team events (e.g. "Gym for Life Challenge")

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

### ARTICLE 2 | STRATEGIC PRINCIPLES

#### Vision

*Gymnastics for All* - bringing Nations together through a world of movement & physical activity, contributing to global health, fitness and friendship

#### **Mission of the GfA Committee**

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 GfA Committee strives to significantly increase the quality and

number of National Federations offering *Gymnastics for All* activities; number of people, of all ages, abilities and cultures participating in *Gymnastics for All* activities.

# ARTICLE 3 | POLICY

The FIG, through their *Gymnastics for All* discipline, is committed to increasing active participation in, and development of, Gymnastics.

*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.

*Gymnastics for All* contributes to the health, fitness and wellbeing of all people without discrimination of any kind.

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

Gymnastics for All activities and events will:

Enhance development of the 'whole' participant; Offer wide choice & 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 specialization of athletes; Be a catalyst for collaboration between, and uniting of, people and nations.

# ARTICLE 4|THE MANDATE AND METHODS OF THE GFA COMMITTEE

4.1. In its work the GfA Committee is applying the following guiding principles:

Reflect **Gymnastic for All** values; Improve physical, social, intellectual and psychological well-being Recognize and value history and diversity of cultures Pursue quality at all levels Provide leadership Build relationships and partnerships Collaborate, sharing and effective use of resources Respond to local needs and conditions

4.2 The GfA Committee establishes and maintains contact, and exchanges experiences, with both Continental Unions and FIG Member Federations.

4.3 The GfA Committee is observing, reflecting and actively contributing to international development and monitoring the interests of the FIG in the field of *Gymnastics for All*.

4.4 The GfA Committee 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.

# ARTICLE 5 | WORK FIELDS

The Business plan covers the areas of:-

Policy and Strategy Development and Education Events Marketing and Communication

# 2 | WORLD GYMNAESTRADA REGULATIONS

### | PREAMBLE

The World Gymnaestrada is a world-wide, non-competitive FIG *Gymnastics for All* event held every 4 years and attracting the largest number of active participants of any FIG event. Participation is for everybody, regardless of gender, age, race, religion, culture, ability or social standing.

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

This *Gymnastics for All* Manual consists of World Gymnaestrada Regulations and Organisational Directives, which together form the rules and regulations, along with the formal agreement signed by the FIG Member Federation elected as the organising body, for the World Gymnaestrada.

These rules and regulations are written for both participating and organising FIG Member Federations.

# ARTICLE1 | WORLD GYMNAESTRADA OBJECTIVES

The objectives of the World Gymnaestrada include:

- Promoting the value and diversity of Gymnastics;
- Encouraging the growth of *Gymnastics for All* worldwide;
- Providing incentives for meaningful work within FIG Member 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 in Gymnastics for All;
- Assisting in the general and technical education of Coaches;
- Bringing together gymnasts from the four corners of the globe as a contribution towards the friendship of nations; and
- Presenting the diversity of Gymnastics to a wider public.

# ARTICLE2 | POWERS

- 2.1 The responsibility for the World Gymnaestrada rests with the FIG Gymnastics for All Committee (GfA Committee) in cooperation with the elected FIG Member Federation and their appointed Local Organising Committee (LOC). The cooperation, roles and responsibilities between these parties are detailed in the formal agreements established for the event.
- 2.2 The organising body is the FIG Member Federation, who is awarded the Hosting rights, by the FIG Council. This FIG Member Federation will establish a Local Organising Committee (LOC). All legal and hosting obligations of the agreement are the responsibility of the elected FIG Member Federation. In so being, where in this manual the term Local Organising Committee (LOC) is used, it shall, unless there is a specific provision to the contrary, be understood as including the elected FIG Member Federation.

2.3 The implementation of the World Gymnaestrada shall be governed by these Regulations and the agreement signed by the organising FIG Member Federation and the FIG. Other official documents such as the FIG Statues, Media Rules and Rules for Advertising and Publicity must also be adhered to.

### ARTICLE3 | IMPLEMENTATION

### 3.1 Awarding of Hosting Rights for the World Gymnaestrada

The awarding of the World Gymnaestrada is done by the FIG Council five years in advance. One FIG Member Federation will be awarded the rights to host the World Gymnaestrada and at the same time the place for the event will be decided.

#### 3.2 Frequency:

The World Gymnaestrada will be held every fourth year in the country of one of the FIG Member Federations.

#### 3.3 **Duration:**

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

#### 3.4 Limitations

The World Gymnaestrada shall not include any elements of competition or take place as part of any other Gymnastics or culture event (e.g. national gymnastics festival, exhibition etc.) and it must be non-competitive.

### ARTICLE4 | WORLD GYMNAESTRADA SCOPE AND PROGRAM

World Gymnaestrada events shall comprise of demonstrations and performances from the entire range of *Gymnastics for All,* exclusive of competitions. The event program shall include:

- 4.1 Opening Ceremony
- 4.2 Group Performances
- 4.3 Large Group Performances
- 4.4 National Evenings
- 4.5 FIG Gala
- 4.6 Educational Forum
- 4.7 Closing Ceremony

#### 4.1 **Opening Ceremony**

The Opening Ceremony shall take place on the first day of the World Gymnaestrada in an arena of approx. 7000 m<sup>2</sup>. The arena should have at least a spectator seating capacity of 25,000. This seating capacity is to

include reserved seating for the active participants. The Ceremony program shall last for no more than two hours (2) and shall include the following elements:

4.1.1 Fanfare or musical signal.

4.1.2 Marching around, inside the arena, by all participating FIG Member Federations, with all their participants, led by their National flag, arranged in alphabetical order of the dominant language of the host country, or in English. Traditionally the host nation marches last.

The Local Organising Committee (LOC) shall provide national flags and name boards of identical size. It is strictly prohibited for participants to carry other flags, banners or publicity material. Special directives from the LOC will govern the marching and formations. These must have particular regards to local circumstances especially in relation to the welfare of the participants.

4.1.3 Speech by the President of the FIG (maximum of six minutes including translation).

4.1.4 Opening of the World Gymnaestrada by a representative of the organising country, who shall pronounce the official opening formula established by the FIG.

4.1.5 Hoisting of the FIG flag and the World Gymnaestrada flag to the accompaniment of the hymn or musical signal of the World Gymnaestrada to be composed or arranged by the LOC

4.1.6 Hoisting of the national flag and playing of the National anthem of the host country.

4.1.7 Opening performance specially created for the event and under the leadership of the LOC. The FIG GfA Committee in agreement with the LOC shall determine the definitive program.

Any modification to the above Opening Ceremony elements requires the approval of the FIG GfA Committee

# 4.2 Group Performances

Group Performances are designed to show the diversity of *Gymnastics for All*. Groups shall comprise of no less than ten (10) active performers with no maximum number being set. Performances shall be presented three times indoors, in arenas of approx. 400m<sup>2</sup> measuring approx. 20m x 20m. Group Performances can be a maximum of either 10 or 15 minutes duration.

# 4.3 Large Group Performances

Large Groups shall comprise of no less than 200 active performers. Performances shall be presented three times in an open-air arena of approx. 7000 m<sup>2</sup> that has ground markers at 2 metre intervals. Two or more participating FIG Member Federations may join together to form one Large Group. A Large Group Performance shall be no more than 15 minutes in duration.

# 4.4 National Evenings

National Evenings shall be events shown in the evening in indoor arenas of approx. 800 m<sup>2</sup>. These events are designed to enable participating FIG Member Federations an opportunity to present the range of *Gymnastics for All* activities, blended with folklore and characteristics, applicable to their Nation. Two or more FIG Member Federations may join together to present a single National Evening. A National Evening

will be no more than 1 ½ hours in duration. A special agreement between the Organising Committee and the FIG Member Federation(s) staging a National Evening will be formalised.

# 4.5 FIG Gala

The FIG Gala shall be shown in an indoor arena of approx. 800 m<sup>2</sup>. This is an event in which the FIG presents the diversity of *Gymnastics for All* and its interpretation by the FIG. Performers shall be selected teams from FIG Member Federations participating in the World Gymnaestrada. The FIG Gala Choreographer is proposed by the LOC and appointed by the FIG GfA Committee. The FIG GfA Committee will also assign management for this element to a Committee Member. Together the FIG Gala Choreographer and the FIG GfA appointed Committee member, selects the teams at least 14 months prior to the Event. Team performances will be performed under a general theme and involve pre-choreographed items. The FIG Gala will be no more than 1 ½ hours in duration.

# 4.6 Educational Forum

During the World Gymnaestrada, an Educational Forum will be held. The Educational Forum will be staged in a complex of halls specifically reserved for this purpose. The Forum will include theoretical and practical presentations, discussions, exhibitions and poster presentations. Forum sessions are to be suitable for both active gymnasts and coaches. The purpose is to provide an opportunity for the exchange of ideas and information. The LOC, in consultation with the FIG GfA Committee, will define the details of the program and coordinate presenters within agreed organisational timelines. Everyone with a Participant Card has free access to the Educational Forum.

# 4.7 Closing Ceremony

The Closing Ceremony shall take place in the afternoon of the last day of the World Gymnaestrada in an arena of approx. 7000 m<sup>2</sup> that has ground markers at 2 metre intervals. The arena should have at least a spectator seating capacity of 25,000. This seating capacity is to include reserved seating for the active participants. The Ceremony program shall last for no more than 1 ½ hours and shall include:

4.7.1 Performances by Large Groups specially appointed for this event. The FIG GfA Committee in agreement with the LOC shall determine the definitive program.

4.7.2 Closing speech by the President of the Organising FIG Member Federation or the LOC (maximum six minutes, translation included).

4.7.3 Closing speech by the President of the FIG (maximum six minutes, translation included)

4.7.4 Lowering of the National flag to musical accompaniment. Lowering of the FIG and World Gymnaestrada flags to musical accompaniment.

4.7.5 Performance by the FIG Member Federation that has been awarded the next event, as a welcome to the next World Gymnaestrada in four years. This performance should not be longer than 10 minutes and should be included in the total time for the Closing Ceremony of 1 ½ hours.

Any modification of the above program requires the approval of the FIG GfA Committee.

### ARTICLE5 | PARTICIPATION AND REGISTRATION

# 5.1 General

Entries from all participating Groups must be made through their FIG Member Federation to the FIG and LOC and can include Groups from:-

- Affiliated gymnastics clubs and schools
- Universities and institutes of physical education
- Performance groups from kindred organisations

Registrations will not, in any case, be accepted unless coming through the FIG Member Federation.

There are no age restrictions for participation in the World Gymnaestrada. However, FIG Member Federations shall be fully responsible for the supervision and welfare of all participants for the entire duration of their stay at the World Gymnaestrada. In all instances special supervision should be provided for all minors. Participants under the age of 16 years should be organised in groups of up to ten (10) and placed in the care of an adult identified by name. Participants with disabilities may require a higher ratio of assistance.

### 5.2 **Participation Possibilities**

Program Item	Length	Maximum Number of Performance Units	Guaranteed Minimum per FIG Member Federation	Comments
Group Performances	10 or 15 minutes	15 units	5 units	Confirmation, see 5.3.4
Large Group Performances	15 minutes	4 units	1 unit	Confirmation, see 5.3.4
National Evenings	1 ½ hours maximum	1 evening	Nil	Confirmation, see 5.3.4
FIG Gala	1 ½ hours maximum	Nil	Nil	Selected groups, see 5.3.4
Opening and Closing	Opening 2 hours and Closing 1½ hours	Nil	Nil	Selected groups, See 5.3.4

The following participation possibilities shall apply to all participating FIG Member Federations:

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

Each FIG Member Federation will decide the performance during, either 10 or 15 minutes, for each of their Group Performances. This information will be advised at the time of registration to the LOC via the official forms.

# 5.3 **Registration Procedure**

The following is an overview of the registration procedure.

# 5.3.1 Invitation

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

# 5.3.2 Notification of interest <u>AND</u> registration for the FIG Gala

Two years prior to the World Gymnaestrada, the FIG Member Federations must inform the FIG and the LOC of their interest in participating in the World Gymnaestrada. At the same time FIG Member Federations must apply for participation in the FIG Gala.

# 5.3.3 Notification of participating groups

One and a half years prior to the World Gymnaestrada, notification of participating groups for Group Performances and Large Group performances must be sent to the FIG and LOC. The official form must be used and will include details on:-

- Number of groups registering for Group Performances; and

- Number of groups registering for the Large Group performances

At the same time FIG Member Federations must apply for participation in the Closing Ceremony and a National Evening. Again, the official form must be used.

### 5.3.4 Confirmation

Before the Provisional registration the LOC, in agreement with the FIG GfA Committee, shall inform the FIG Member Federations about the following:

Number of Group Performance and Large Group Performance units admitted to the World Gymnaestrada. Groups admitted to the FIG Gala Approval of a National Evening Groups admitted to the Closing Ceremony

### 5.3.5. Provisional registration

One year prior to the World Gymnaestrada, the Provisional registration must be sent to the FIG and LOC. The official form must be used and will include the following details:

- Total number of active participants
- Number of children (16 and under)
- Number and information about participants with special 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)
- National Evening
- Expected number of presentations and topics for the Educational Forum
- Large Group for the Closing Ceremony

#### 5.3.6 Definitive registration

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 Member Federations must pay 50% of the cost for the Participant cards to the LOC, as a deposit.

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.

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 in the accounting.

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

If a Definitive entry is cancelled two months or more before the World Gymnaestrada, 50% of the deposit shall be reimbursed. If the cancellation is less than 2 months there shall be no reimbursement.

By accepting payment for the Participant cards the LOC is responsible to deliver what is promised. In case of any claims from FIG Member Federations, these should be forwarded to the LOC.

#### 5.3.7 Program and Timetable

Two months prior to the World Gymnaestrada, the LOC shall send a copy of the performance schedule to all participating Federations. The published version of the Official Guide will be issued to the Head of Delegation at the time of accreditation, where all accounts are paid in full.

# ARTICLE6 | FACILITIES AND SCHEDULE

# 6.1 Facilities

#### 6.1.1 Opening Ceremony

An arena of approx. 7000 m<sup>2</sup>, with a spectator seating capacity of at least 25,000. This seating capacity is to include reserved seating for the active participants.

#### 6.1.2 Group Performances

No less than eight performance areas located in sports or exhibition halls, each having a floor area of approx. 400 m<sup>2</sup> (approx. 20m x 20m). The halls must have sufficient technical possibilities for sound and lighting. Each area shall be capable of seating 1000 spectators on grandstands. Whenever two or more arenas are located in a single hall, soundproof walls shall segregate arenas optically and acoustically.

#### 6.1.3 Large Group Performances

One open-air arena with a performance area, if possible grass, of approx. 7000 m<sup>2</sup>, that has ground markers at 2 metre intervals. The arena must have sufficient technical possibilities for high quality sound. The arena shall be capable of seating at least 4000 spectators on grandstands.

#### 6.1.4 National Evening

For the National Evenings two arenas are needed. Both must have a performance area of approx. 800 m<sup>2</sup> and equipped with sufficient technical possibilities for the requirements concerning sound and lighting. One of the arenas should have a grandstand seating capacity of at least 4000 spectators and the other of at least 2000 spectators

#### 6.1.5 FIG Gala

One indoor arena with a performance area of approx. 800 m<sup>2</sup>. The arena must have sufficient technical possibilities for the requirements concerning sound and lighting. The arena shall be capable of seating at least 4000 spectators on grandstands.

#### 6.1.6 Educational Forum

A complex of halls and rooms specifically reserved and suitable for theoretical and practical presentations, discussions, exhibitions and poster presentations

#### 6.1.7 Closing Ceremony

An arena of approx. 7000 m<sup>2</sup> that has ground markers at 2 metre intervals. The arena should have at least a spectator seating capacity of 25,000. This seating capacity is to include reserved seating for the active participants.

#### 6.1.8 Apparatus

Traditional gymnastics apparatus will be available at the World Gymnaestrada. The LOC will, in the official information, describe what apparatus will be available. FIG Member Federations bringing their own apparatus please refer to Article 8.8.

#### 6.1.9 Meeting points

During the World Gymnaestrada the participants need different meeting points such as FIG Member 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 give and receive information and meet.

# 6.1.10 Catering

The meal hall shall be an indoor facility, which has the capacity to cater for a large volume of participants at any one time. Consideration needs to be given to efficient serving and flow of participants entering & exiting the meal hall while also maintaining a relaxed and friendly atmosphere where participants can enjoy their meal.

# 6.1.11 Accommodation

Group accommodation shall mainly be in schools, or similar, equipped with appropriate sanitary facilities. Other accommodation possibilities can be offered, such as Hotels, and costs for these would be advised on application.

# 6.2 Schedule

The schedule for each World Gymnaestrada shall be drafted by the LOC in consultation with the FIG GfA Committee in accordance with the following rules:

- 6.2.1 The duration of the World Gymnaestrada shall be seven days.
- 6.2.2 There shall be no events belonging to the official program of a World Gymnaestrada that precede the Opening Ceremony.
- 6.2.3 Group Performances and Large Group performances shall be shown three times. Overlapping of Group Performances and Large Group performances should be avoided as far as possible.
- 6.2.4 On the evening of the second last day of the World Gymnaestrada the FIG Gala shall be shown. No other National Evening or shows shall be scheduled on this night. The FIG Gala can be shown more than once.
- 6.2.5 A special timetable must be created for the Educational Forum and there can be some overlapping with performances.

# ARTICLE7 | GENERAL ORGANISATION

7.1 As the World Gymnaestrada is an official event of the FIG, its GfA Committee has the following obligations, responsibilities and powers.

7.1.1 Responsibility with regards to the implementation of the World Gymnaestrada Regulations and the Organisation Directives.

7.1.2 The right to the consideration of special cases concerning participation and organisation

7.1.3 The right to be consulted with regards to drafting of the Official Information Bulletins and to confirm the final versions.

7.1.4 To develop a communication plan to ensure constant and necessary communication with the LOC.

7.1.5 The right to be consulted with regards to the drafting of the financial schedule (per article 8.2) and the right to be consulted in the preparation and control of the budget (per article 8.3) for the World Gymnaestrada Regulations.

7.1.6 The right to confirm the prices for the Participant Card, Entry fees, ticket prices and confirming the text for the "Agreement between the Organising Committee and the Member Federations for the National Evenings".

7.1.7 Responsible for the evaluation made by the Head of Delegations and the evaluation of the different performances.

# 7.2 The Local Organising Committee (LOC) has the following task, responsibilities and powers:

7.2.1 Compliance with the FIG regulations and conditions.

7.2.2 Production of a plan of organisation in agreement with the FIG GfA Committee to an agreed time plan.

7.2.3 The official language used for the World Gymnaestrada is English. At least two languages have to be used and the second language has to be one of the official FIG languages. A third language is possible as it may have regard to the language of the organising country.

7.2.4 The LOC has the responsibility for the publication of the official information bulletins and other official information to the FIG Member Federations on an agreed schedule. The LOC must pay regard to the fact that some part of the information is only for the FIG Member Federations and should therefore not be published on Internet.

7.2.5 To receive and to deal with entries in accordance with article 5 of these World Gymnaestrada Regulations.

7.2.6 The LOC is responsible for the organisation of the program for the whole of the manifestation and the drawing-up of a timetable, setting out distribution and allocation of different productions and events and making known the necessary directives for the implementation of the program. This information should be distributed to all participating FIG Member Federations at least two months before the World Gymnaestrada.

7.2.7 Printing of the Official Guide to be handed out to all participants together with their Participant card, via their Head of Delegation at the time of Accreditation and once all accounts are finalised.

7.2.8 The LOC is responsible for the promotional plan which is to promote the event by means of press, radio, television, printed matter and alike. This plan should be agreed in advance by the FIG GfA Committee

7.2.9 The LOC is responsible for the provision of necessary facilities and all necessary installations, including the apparatus and sound system in accordance with the requirement of the participating FIG Member Federations and these regulations. If the participating

Federation so require, the organiser will – within the context of existing possibilities - provide them with lockable storage space near the arenas. If necessary, an extra charge may be made for this service.

7.2.10 Beyond the hired professional staff the LOC must also provide enough volunteers to fulfil the task. The volunteers should be well trained for their task and should be appropriately qualified to carry out their duties.

7.2.11 The LOC has the responsibility for the design of a graphic symbol (logo) and a flag for the World Gymnaestrada. 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 Member Federations have the right to use the logo in their promotional work and also on material they produce for their participants. This right does not extend to the commercial use of the mark in anyway. Such permission must be applied for from the LOC.

7.2.12 The LOC has the responsibility for the composition or arrangement of a musical signature or anthem for the World Gymnaestrada.

7.2.13 The LOC must make an Accommodation Plan for all the participants in the World Gymnaestrada, which requires approval by the FIG Gf A Committee.

7.2.14 The LOC is responsible for all necessary arrangements for lodging, meals and refreshments of the participants. The LOC must also make provision for those participants with special needs.

7.2.15 The LOC must set up first aid and medical emergency services. The insurance of participants for medical treatment and, if necessary, hospital stay is the responsibility of the participating FIG Member Federation.

7.2.16 The LOC is 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. The LOC is responsible for setting up of a well functioning security service for all participants, officials and dignitaries for the duration of the event.

7.2.17 The LOC will produce a suitable Souvenir. The presentation of this souvenir to all the Head of Delegations, which participate, will be handed out at the last meeting for the Head of Delegations.

7.2.18 The LOC will complete a final report and evaluation. This report will be addressed to the FIG GfA Committee and is to be submitted, at the latest, six months after the World Gymnaestrada and must include the following:

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

- Information (Bulletins, meetings, Internet etc)
- Communication (Member federations, registration, FIG, Media etc)
- Logistics (transportation, meals, accommodations, venues etc)
- Security
- Medical service
- Opening/Closing

Performances FIG Gala Educational Forum Final financial report as per Art. 8.14

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

# ARTICLE8 | FINANCES

#### Art. 8 - Finances

The LOC has the following financial obligations:

- 8.1 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.
- 8.2 The development of an initial financial plan/budget three years prior to the World Gymnaestrada. This must include the price for the Participant card, Accommodation, Breakfast, Meals and Local transportation
- 8.3 The submission of a Final budget to the FIG Gymnastics for All committee one year prior to the World Gymnaestrada.
- 8.4 For the National Evenings a separate agreement must be made between the LOC and each FIG Member Federation staging an Evening. This should be done no later than one year prior to the World Gymnaestrada.
- 8.5 For the FIG Gala a separate budget must be made. Ticket sales, less any government taxes, will equal the net ticket sales income. The net ticket sales income will be divided as 60 % to the LOC to cover provisions of the hall including basic technical facilities, staff and organisation cost; and 40 % to the FIG as budgetary means for the planning and implementation of the FIG Gala.
- 8.6 The LOC is responsible for the distribution of a Participant Card to each participant in the World Gymnaestrada. This card provides for free entry to all events during the World Gymnaestrada week with the exception of National Evenings and the FIG Gala. The LOC in consultation with the FIG GfA Committee will decide the price of the Participant card. The price includes also the Official Guide and the transportation during the World Gymnaestrada week. This price may be confirmed at the time of bidding for the event.

#### Participants are:

The whole delegation of each participating FIG Member Federation including active participants, group leaders, delegation leaders, assisting staff, team supporters and spectators; all visitors/spectators receiving the service described in Article 8.6 and 8.9 of these World Gymnaestrada Regulations.

- 8.7 The LOC shall determine the prices of entry to all the events having regards to local knowledge and this will be decided in consultation with the FIG GfA Committee. The prices must be confirmed 1½ years prior to the World Gymnaestrada.
- 8.8 The LOC has the responsibility for the provision of lodging and meals for the participants at reasonable prices to be paid by them, in addition to the payment of the participant card. These fees may be advised at the point of bidding for the right to host the event.
- 8.9 The LOC has the responsibility for all arrangements for local transport service. This cost will be included in the Participant card.
- 8.10 FIG Member Federations must meet the cost of transporting their own apparatus should they bring this, including any import costs. , The LOC will provide storage facilities and, if the case so merits, may require the FIG Member Federation, utilising this service, to make a contribution to the cost involved for the storage of their apparatus.
- 8.11 The LOC is responsible for the organisation and cost, and is too pay all travelling expenses, board and lodging for three preparatory meetings, between the LOC and the FIG GfA Committee.

For any other Working Group meeting the cost for the GfA Committee members will be split between the LOC and the FIG.

8.12 The LOC is to pay the travelling expenses, board and lodging for members of the FIG authorities (President, Secretary General and members of FIG Gymnastics for All Committee) as well as providing a free transport service for them during the seven days of the World Gymnaestrada. The members of the FIG Gymnastics for All Committee will arrive at least 3 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 prepare and issue a VIP accreditation to the above mentioned FIG authorities, giving them right to enter all venues and events (with reserved seats). Any other FIG Executive Committee member or Honorary Member must also be provided with a complimentary VIP Accreditation, including access to the free transport service for seven days.

- 8.13 The LOC shall pay the following fees to the FIG:
  - A percentage of the gross revenue from ticket sales
  - A percentage of the gross revenue from rights sold to TV
  - A percentage of the net revenue from the FIG Gala ticket sales (refer Art. 8.5)
  - 12 % of the cost effectively paid by each participant (Participation card)

The percentage for tickets and TV rights are to be found in the agreement signed by the FIG and the FIG Member Federation awarded the hosting rights for the World Gymnaestrada.

8.14 At the latest six month after the World Gymnaestrada the LOC shall submit a final general account to the FIG, together with a final report (refer Art. 7.2.18)

#### ARTICLE9 | COMPLEMENTARY EVENTS

Complementary events may be included in a World Gymnaestrada. This must not be contradictory to Article 3.4 and agreement is to be gained from the FIG GfA Committee via a good consultation process. The purpose, content and funding for any such proposals shall be settled between the LOC and the FIG GfA Committee, prior to any promotion, announcement or implementation.

# ARTICLE10 | CONCLUDING PROVISIONS

With regard to any question not covered by these World Gymnaestrada Regulations or Organisation Directives they must be negotiated in every single case by the LOC and the FIG GfA Committee.

# 3 | WORLD GYMNAESTRADA DIRECTIVES

# |PREAMBLE

The World Gymnaestrada Organisation Directives are written for FIG Member Federations who will, or want to, organise a World Gymnaestrada. The FIG Member Federation/Local Organising Committee will find detailed information in the World Gymnaestrada Regulations and more general information in these World Gymnaestrada Directives.

It is these Directives along with the World Gymnaestrada Regulations, together with the formal agreements signed by the organising FIG Member Federation, that form the rules that govern the implementation of the World Gymnaestrada and must be followed at all times.

To ensure a continuous cooperation between the Local Organising Committee (LOC) and the FIG Gymnastics for All (GfA) Committee, members of the FIG GfA Committee must be included in some of the Working Groups formed by the LOC.

At the joint meetings, (Refer Article 8.11) that are held between the LOC and the FIG GfA Committee, detailed information on all subjects must be given by the LOC to the FIG GfA Committee.

# |BID PROCEDURES

All FIG Member Federations will be invited to bid for the World Gymnaestrada. The bidding Federations will receive a questionnaire with all requirements. A delegation (2 persons) from the FIG GfA Committee will visit the bidding Federations' proposed host city for inspection. All travel cost for these visits will be divided between the bidding Federations. The cost for the delegations board and lodging has to be paid by the respective bidding FIG Member Federation. The GfA Committee will present its conclusions to the FIG Council. The bidding FIG Member Federations will also have the possibility to present their bid at the appropriate FIG Council meeting. After these presentations the FIG Council will decide about the allocation. All extra services or benefits that the FIG Member Federation promises at the time of their bid, either during the inspection visit and/or at the Council meeting, will be written into the agreement that is signed by the FIG Member Federation awarded the hosting rights and the FIG.

### |REQUIREMENTS

The World Gymnaestrada Regulations contain information about the program and the content of the World Gymnaestrada events in Article 4. Article 6 contains details on the venue requirements.

The following chapter outlines interpretations and explanations with regards to the requirements named in the World Gymnaestrada Regulations.

#### WORLD GYMNAESTRADA PROGRAM

#### **Opening Ceremony**

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

The LOC appoints a Working Group who is responsible for coordinating this element of the World Gymnaestrada. The FIG GfA Committee designates one of its Committee member 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 Opening Ceremony.

The LOC's working group has to prepare:

- 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
- Transportation of participants to and from the arena
- Space and activities for the gathering of participants before marching in
- A detailed plan for participants marching in
- A detailed plan for seating of the participants in the arena seating
- Sound and translation of the speeches by the FIG President and the representative of the host country
- Procedures that will ensure protocols are adhered to in respect to the raising of the FIG, World Gymnaestrada and National flags.
- An Opening Performance specially designed for the ceremony

### **Group Performances**

The Group Performances involves most of the participants, both as performers and spectators. They should be organised in a venue where the different halls are close to each other. It can be an Exhibition centre or similar.

The LOC appoints a Working Group who is responsible for coordinating this element of the World Gymnaestrada. The FIG GfA Committee designates one of its Committee member to be part of this Working Group. This member has to be fully informed, in due time, about the organisation of the Group Performances.

The LOC's Working Group has to prepare:

Venues according to the World Gymnaestrada Regulations

A detailed security plan approved by the city authorities

Gymnastics apparatus to be available for use in the different halls. The type and quantity of apparatus is to be based on the previous World Gymnaestrada.

Information to the FIG Member 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
- > Apparatus available
- Technical Features.

A detailed schedule for all Group Performances and the allocations in the different halls is to be presented in the Official Guide. A copy of the performance schedule will be sent to participating FIG Member Federations, after their final payment is received.

#### Large Group Performances

This is the big out-door performances at the World Gymnaestrada where FIG Member Federations can participate with 200 gymnasts or more. The performance area should preferably be walking distance from the other performance areas so that participants and spectators can easily attend.

The LOC appoints a Working Group who is responsible for coordinating this element of the World Gymnaestrada. The FIG GfA Committee designates one member of their Committee, to be part of this Working Group. This member has to be fully informed, in due time, about the organisation of the Large Group Performances.

The LOC's Working Group has to prepare:

Venue according to the World Gymnaestrada Regulations

A detailed security plan approved by the city authorities

Gymnastics apparatus to be available for use on the field. The type and quantity of apparatus is to be based on the previous World Gymnaestrada.

- Information to the FIG Member Federations, before the Provisional registration, about
- Performance area dimensions.
- Type of surface
- Markings
- Grandstand arrangement and access and exit routes
- Entry and exit routes to and from the performance area
- Waiting areas for performers
- Apparatus available
- Technical Features.

A detailed schedule for all Large Group Performances is to be presented in the Official Guide. A copy of the performance schedule will be sent to participating FIG Member Federations after their final payment is received.

#### **National Evenings**

FIG Member Federations can apply to stage a National Evening. If approved, the FIG Member Federation can present their *Gymnastics for All* activities in a 1 ½ hour show.

The LOC appoints a Working Group who will be responsible for coordinating this element of the World Gymnaestrada. The FIG GfA Committee designates one of its-Committee member to be part of this Working Group. This member has to be fully informed, in due time, about the organisation of the National Evenings. A special agreement will be established between the LOC and each FIG Member Federation staging an Evening, concerning the arrangements for their National Evening. This should include:

Ticket prices and revenue from the ticket sale Reserved VIP seating allocations Equipment (apparatus & technical) Advertising Rehearsal and Performance schedule After the confirmation of participation, and before the Provisional registration, the agreement has to be signed by both parties.

The LOC's Working Group has to prepare:

Venues according to the World Gymnaestrada Regulations

A detailed security plan approved by the city authorities

Gymnastics apparatus to be available for use in the different halls. The type and quantity of apparatus is to be based on the previous World Gymnaestrada.

Information to the FIG Member 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
- Grandstand arrangement
- Waiting areas for performers
- Apparatus available
- Technical Features.

A detailed schedule for all National Evenings and the allocations in the different halls is to be presented in the Official Guide. A copy of the schedule will be sent to the participating FIG Member Federations after their final payment has been received.

#### FIG Gala

At the FIG Gala the diversity of *Gymnastics for All*, and its interpretation by the FIG, is presented. By early selection of the FIG Gala Choreographer, and the groups performing, the quality is secured.

The LOC should, 2 ½ years prior to the World Gymnaestrada, propose a Choreographer and the FIG GfA Committee has to approve the appointment of the FIG Choreographer. The FIG GfA Committee designates one of its Committee member to work together with the appointed FIG Choreographer.

The Choreographer, together with the FIG GfA Committee representative, 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 a small Working Group to assist with the coordination of the FIG Gala.

The LOC's Working Group has to prepare:

Venue according to the World Gymnaestrada Regulations

A detailed security plan approved by the city authorities

Gymnastics apparatus to be available for use. The type and quantity of apparatus is to be based on the request from the Choreographer

Information to the participating FIG Member Federations, before the Provisional registration, about:

- The hall allocated for the FIG Gala
- Performance area dimensions.
- Floor construction and surface material data.
- Entry and exit routes to and from the performance area
- Grandstand arrangement.
- Waiting areas for performers
- Apparatus available
- Technical Features.

#### **Educational Forum**

The Educational Forum is open to all participants at the World Gymnaestrada and presentations can be theoretical or/and practical.

The LOC appoints a Working Group who will be responsible for coordinating this element of the World Gymnaestrada. The FIG GfA Committee designates one of its Committee member to be part of this Working Group. This member has to be fully informed, in due time, about the idea, content and management for the complete Educational Forum.

The LOC's Working Committee has to prepare:

Venues according the World Gymnaestrada Regulations

A detailed security plan approved by the city authorities

Gymnastics apparatus to be available for the different halls. The type and quantity of apparatus is to be based on the approved presentations.

Information to the participating FIG Member Federations, before the Provisional registration, about

- Area dimensions for the theoretical and practical venues
- Floor construction and surface material data.
- Grandstand arrangement.
- Apparatus available
- Technical Features.

A draft version of the schedule for the Educational Forum will be sent to the FIG Member Federations eight months prior to the World Gymnaestrada.

A detailed schedule for the Educational Forum, and the allocations in the different halls, to be presented in the Official Guide. A copy of the schedule will be sent to the participating FIG Member Federations after their final payment is received.

### **Closing Ceremony**

The Closing Ceremony marks the ending of a festive, cheerful World Gymnaestrada week and should be attended by all participants of all participating FIG Member Federations.

The LOC appoints a Working Group who is responsible for coordinating this element of the World Gymnaestrada. The FIG GfA Committee designates one of its Committee member to be part of this Working Group. This member has to be fully informed, in due time, about the idea, content and management for the complete Closing Ceremony.

The LOC's Working Group has to prepare:

A detailed time schedule for the whole event (1 ½ hours maximum)

A detailed security plan approved by the city authorities

A detailed weather contingency plan

Transportation of participants to and from the arena

A detailed plan for seating of the participants in the arena seating

Sound and translation of the speeches

Procedures that will ensure protocols are adhered to in respect to the lowering of the FIG, World Gymnaestrada and National Flags, as well as the handing over of the FIG flag to the next Local Organising Committee of the World Gymnaestrada

A Closing Performance by Large Groups specially appointed for this event.

The maximum 10 minute "Welcome to the next World Gymnaestrada performance" should be included in the 1 ½ hour Closing Ceremony program. The FIG Member Federation who has been awarded the next World Gymnaestrada is responsible for the performance.

# VIP SEATING

For all performance venues VIP seating has to be handled by the LOC in consultation with the FIG GfA Committee. For the National Evenings an allocation of VIP seating is also provided to the FIG Member Federation staging the Evening, and must be taken into consideration.

# |BULLETIN, OFFICIAL PROGRAM

The LOC is responsible for the four (4) Information Bulletins that are sent to the FIG Member Federations. The time table for distribution is decided by the FIG GfA Committee and the FIG GfA Committee must approve the content of each Bulletin before distribution.

The LOC is also responsible for the Official Guide, which all participants receive together with their Participant Card. The following should be included in the Official Guide:

Overall performance schedules Chronological performance schedule Performance schedule organised by venues Presentation of the LOC and FIG GfA Committee Participating Nations Venue information Transportation information City map with the venues located Other practical information

The LOC can add more information.

Two months prior to the World Gymnaestrada, the LOC shall send a copy of the performance schedules to all participating Federations, following receipt of their final payment. The final published version of the Official Guide, for each registered participant, will be issued to the Head of Delegation at the time of accreditation.

The terms and conditions of the World Gymnaestrada Regulations, Article 6.2, shall be mandatory for the scheduling.

#### **INFORMATION MEETINGS**

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

# |CATERING

#### Breakfast:

Breakfast is included in the accommodation price and shall be served at the accommodation or close by.

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

#### Hot meal:

At least one (1) additional meal is served each day, within the World Gymnaestrada Meal hall (refer Art. 6.1.10), which is one of the services provided by the LOC.

Content: Each day, at least two different menus are to be provided. It must be a complete warm meal with potatoes, rice or pasta together with meat or fish and vegetables. A complete vegetarian meal has to be available and it can be one of the two meal options offered daily. Daily menus have to be different each day of the World Gymnaestrada to ensure variety.

The meal hall shall be an indoor facility, which has the capacity to cater for a large volume of participants at any one time. Consideration needs to be given to efficient serving and flow of participants entering & exiting the meal hall while also maintaining a relaxed and friendly atmosphere where participants can enjoy their meal.

Beverage pricing: non-alcoholic beverages shall be served cheaper than alcoholic drinks.

### **|GROUP ACCOMMODATION FACILITIES**

#### Accommodation facilities:

For the majority of participants, schools shall be made available as group quarters. 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.

#### Group accommodation in schools:

Location:

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

### Capacity per classroom

One classroom ( $70m^2 = 12$  persons) = approximately  $6m^2$  per person. Participants shall be assigned to their accommodation in classrooms by their delegation managers.

#### Sanitary facilities:

1 shower per 12 persons.

1 washbasin per 6 persons.

1 toilet (seat type) per 12 persons.

#### Sleeping accommodation:

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

### All schools shall feature:

- Rooms for delegation managers
- Catering facilities (drinks and snacks).
- Guards and security personnel (round-the-clock-service).
- First-aid service.
- Daily cleaning.
- Daily refuse collection.
- Emergency repair service for sanitary facilities.

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

#### Allocation of schools:

As soon as possible, but no later than, eight months before the World Gymnaestrada, the LOC shall inform participating FIG Member Federations about the schools allocated to them and the capacity of the school.

### Training facilities:

If possible the LOC may provide the participating FIG Member Federations with extra training facilities at the schools.

# OFFICES AND MEETING ROOMS

In addition to all other venues, halls, arenas and meeting rooms needed for the World Gymnaestrada, the LOC has to provide offices and meeting rooms for the FIG GfA Committee, the FIG Media office, the FIG Secretariat, the FIG President and the FIG Secretary General. If the FIG Executive Committee is meeting during the World Gymnaestrada the LOC has to provide this meeting room. The equipment for the different offices and meeting rooms are described in the agreement signed between the FIG and the FIG Member Federation awarded hosting rights.

### **TRANSPORTATION**

During the World Gymnaestrada the different transportation needs are of vital importance. The transfer between arrival ports (e.g.: airport, train stations) and accommodation (e.g.: schools) has to be well organised. Also transportation during the World Gymnaestrada week has to be organised so that the

participants can reach their accommodation and also all the venues. The transportation has to be estimated for the number of participants and has to be operated in a safe way.

The FIG GfA Committee designates one of its Committee member to be part of the Working Group for Logistics, food, accommodation and transportation. This member has to be fully informed, in due time, about the ideas, content and management for all Logistical areas.

# ASSISTANCE

The World Gymnaestrada is an event open for all gymnasts. All ages, from very young to very old and also gymnasts with disabilities may take part. There are different needs for different groups.

During the complete World Gymnaestrada week the participating FIG Member Federations are fully responsible for taking care of all their participants. The participating FIG Member Federations are obliged to name an adult, who will be directly responsible for every ten children up to 16 years of age, to the LOC (Refer Art. 5.1). Participants with disabilities, or other special needs, may require a higher ratio of assistance.

A place for children and adolescents has to be established, where they can stay in their time off when they are not performing and where they find something to do (Refer 6.1.9). Such establishments shall offer the opportunity to children and adolescents to rest, but should also offer opportunities to play and experience some other leisure activities. If possible, from time to time instructed activities could also be offered to further the goals of friendship & exchange.

If possible, these establishments or areas should be installed close to the hall complex for information's stands or the hall complex for catering. Other special needs, for example the elderly, may also need further consideration.

# COMPLEMENTARY EVENTS

Article 9 of the World Gymnaestrada Regulations provides the opportunity for the LOC to develop proposals for complementary activities. These should not be contradictory to Article 3.4. All such proposals are to be approved by the FIG GfA Committee prior to any promotion or implementation.

# SIDE EVENTS AND LEISURE ACTIVITIES

Special side events and leisure activities can be organised for the participants and could include any of the following:

- city festival/amusement park
- visit of a zoo
- exhibitions
- visit of a botanical garden
- stage productions
- walking excursions

- concerts
- sightseeing tours
- visit of sights

These activities may be coordinated directly by the LOC or assigned to an official partner, who may be responsible for all organisation.

# |COOPERATION BETWEEN THE LOC AND THE PAST LOC

After being appointed as a LOC, 5 years in advance, the LOC may participate, on its own cost, with an Observation group at the current World Gymnaestrada. Special VIP accreditation will be provided to a delegation approved by the FIG GFA Committee and current LOC.

To learn from earlier experience the LOC will also participate, on its own cost, at the Evaluation meeting held in November, the same year as the previous World Gymnaestrada has been held. The written evaluation will be presented and handed over to the LOC of the coming event.

By tradition the LOC invite 2 persons from the previous World Gymnaestrada to participate as VIP guests at their event. All cost, exclusive of travel expenses, are paid by the LOC.

# COOPERATION BETWEEN THE FIG GFA COMMITTEE & LOC

The Organising FIG Member Federation is chosen by the FIG Council to organise the World Gymnaestrada, 5 years prior. Its Local Organising Committee must work in complete cooperation with the FIG *Gymnastics for All* Committee and in accordance with these Directives and the World Gymnaestrada Regulations.

The FIG GfA Committee has a supporting function, in addition to the responsibility to control and monitor that everything is performed according to the World Gymnaestrada Regulations and the World Gymnaestrada Organising Directives.

Both the Organising FIG Member Federation, with its Local Organising Committee, and the FIG has to follow the agreement made up for this special event.

To ensure a continuous cooperation between the LOC and the FIG GfA Committee, members of the FIG GfA Committee must be included in some of the Working Groups formed by the LOC. The FIG GfA Committee will designate a Committee member to be part of the different Working Groups as they are formed. This member has to be fully informed, in due time, about all plans and actions for their specific area of organisation.

At the joint meetings, (Refer Article 8.11) held between the LOC and the FIG GfA Committee, detailed information on all subjects must be given by the LOC to the FIG GfA Committee.

For the duration of the World Gymnaestrada the LOC has to set up a communication system by radio or mobile phones for the LOC and the FIG. The details for this are described in the formal agreement signed by the FIG and FIG Member Federation awarded the hosting rights.

#### |PROTOCOL / COMPETENCIES

For all matters pertaining to the planning and implementation of the World Gymnaestrada, the responsibility rests with the LOC, taking into consideration the World Gymnaestrada Regulations, the World Gymnaestrada Organisation Directives and the Agreement between the FIG and the FIG Member Federation awarded the hosting rights.

Matters for which mutual consent has to be reached between the FIG GfA Committee and the LOC according to the World Gymnaestrada Regulations shall be discussed and adjudicated upon in joint meetings of the FIG GfA Committee and the LOC. All decisions have to be confirmed in written.

#### FINANCES

Financial matters are stipulated in Article 8 of the World Gymnaestrada Regulations. Apart from that, basic stipulations contained in the Agreement signed between the FIG and the FIG Member Federation awarded the Hosting Rights shall apply.

### DUE DATES

The due dates for levies payable to the FIG according to Article 8.13 of the World Gymnaestrada Regulations shall be stipulated in the agreement signed by the FIG and the FIG Member Federation awarded the hosting rights for the World Gymnaestrada.

AGREEMENT BETWEEN THE FIG AND THE FIG MEMBER FEDERATION AWARDED HOSTING RIGHTS

A formal agreement will be entered into by the FIG and the FIG Member Federation awarded the Hosting rights for the World Gymnaestrada. This agreement is signed by both the President and Secretary General of both organisations. The World Gymnaestrada Regulations and the World Gymnaestrada Organisation Directives form part of this agreement. All extra services and/or benefits that a bidding FIG Member Federation may promise , either at the time of the inspection visit and/or at the Council meeting presentation, will be written into the signed agreement. The Agreement will be prepared and signed no less than three years in advance of the World Gymnaestrada.

Fédération Internationale de Gymnastique December 2008