

UNION EUROPÉENNE DE GYMNASTIQUE  
EUROPÄISCHE TURNUNION  
EUROPEAN UNION OF GYMNASTICS



## 9<sup>th</sup> Aerobic Gymnastics European Championships for Seniors and Juniors

Elvas (POR)  
November 6<sup>th</sup> to 8<sup>th</sup>, 2015



# Work Plan

UEG Aerobic Technical Committee  
O.C. of the AER European Championships, Elvas (POR)

## Table of contents

<b>PART 1: Officials and Organizing Committee</b>	<b>3</b>
1.1 Union Européenne de Gymnastique (UEG)	3
1.2 Official UEG Contact Address:	3
1.3 Host federation:	3
1.4 2015 E.C. Local Organizing Committee	4
1.5 2015 E.C. Local Organizing Committee Contact Address	4
<b>Part 2 The competition</b>	<b>5</b>
2.1 Competition Schedule	5
2.2 Competition format	7
2.3 Team Ranking Juniors and Seniors	7
2.4 Qualifications	8
2.5 Finals	8
2.6 Drawing of lots and starting order	8
2.7 Access to the competition area	8
2.8 Award ceremonies	9
2.9 Floor supplier	9
2.10 Scoring and distribution of results	9
2.11 List of difficulty elements	9
2.12 Competition Attire Publicity	9
2.13 Music	9
2.14 Doping control	10
<b>Part 3 The jury</b>	<b>11</b>
3.1 Jury composition	11
3.2 Jury of Appeal	11
3.3 Superior Jury	11
3.4 Judges' instruction and draw of lots	11
3.5 Judges' meetings	12
3.6 Inquiries procedure	12
3.7 Tie breaking rule	12
<b>Part 4 The organization of the event</b>	<b>13</b>
4.1 Competition Venue	13
4.2 Delegations	13
4.3 Accreditation	13
4.4 Orientation Meeting	14
4.5 Training information	14
4.6 Opening and closing ceremony	14
4.7 Delegation boxes	15
4.8 Medical Services	15
4.9 Farewell Party	15
4.10 Hotels	15
4.11 Transportation	16
4.12 Insurance	16
4.13 Visa	16
4.14 Regulations	16
<b>Part 5 Appendixes</b>	<b>17</b>
5.1 Qualifications Draw - Juniors	17
5.2 Qualifications Draw - Seniors	18

5.3	Finals Draw - Juniors	19
5.4	Finals Draw - Seniors	20
5.5	List of Difficulty Elements	21
5.6	Music Release	22
5.7	Provisional Training Schedule	23

## PART 1: Officials and Organizing Committee

### 1.1 Union Européenne de Gymnastique (UEG)

<b>UEG OFFICIALS</b>	
President	Georges GUELZEC
Vice-President (President of the Appeal Jury)	Farid GAYIBOV
Vice-President (Member of the Appeal Jury)	Klemen BEDENIK
Director	Kirsi EROFEJEFF-ENGMAN
Head of Media	Tina GERETS
Sports Coordinator	Linda DAVILA
Assistant	Claire TURNER
Official Doctor	Dusan MARIC

<b>AEROBIC TECHNICAL COMMITTEE</b>	
President	Maria Cristina CASENTINI
Secretary	Olga KYSELOVICOVA
Member	Alina DRAGAN
Member	Ignacio MARRON MOYA
Member	Andrea SINKO
Member	Monika WIETHOFF

### 1.2 Official UEG Contact Address:

UNION EUROPEENNE DE GYMNASTIQUE  
Case Postale 975  
CH – 1001 Lausanne, SWITZERLAND  
Tel.: + 41 – 21 – 613.73.32  
Fax: + 41 – 21 – 613.73.31  
E-mail: [info@ueg.org](mailto:info@ueg.org)  
Web-site: [www.ueg-gymnastics.com](http://www.ueg-gymnastics.com)



### 1.3 Host Federation:

GYMNASTICS FEDERATION OF PORTUGAL  
Estrada da Luz 30A,  
1600 – 159 Lisboa, PORTUGAL  
Tel.: + 351 – 21 814 11 45  
Fax: + 351 – 21 814 29 50  
E-mail: [gympor@gympor.com](mailto:gympor@gympor.com)  
Web-site: [www.gympor.com](http://www.gympor.com)



#### 1.4 2015 E.C. Local Organizing Committee

Person	Function
João Paulo Rocha	President, Executive Director
Manuel Valério	Vice-President
Ricardo Antunes Sandra Vieira	Finance Commission
Fernanda Marta	Sports Commission
Elena Rosca Lucília Cruz	Marketing and Communication Commission
Vítor Silva	Medical
Carlos Dores	Volunteers Commission
Alvaro Sousa	Appeal Jury, Protocol and VIP incoming
João Santos Faustino Miguéns	Facilities and Equipment Commission
João Santos Raquel Barrena	Security Commission
Bernardo Tomás	Accommodation, Transports and meals Commission
Ricardo Lima	Transportation
Paula Araújo	Administration Commission

#### 1.5 2015 E.C. Local Organizing Committee Contact Address

GYMNASTICS FEDERATION OF PORTUGAL

Estrada da Luz 30A,

1600 – 159 Lisboa, PORTUGAL

Tel.: + 351 – 21 814 11 45

Fax: + 351 – 21 814 29 50

E-mail: [eurobics2015@gympor.com](mailto:eurobics2015@gympor.com)

Web-site: [www.eurobics2015.com](http://www.eurobics2015.com)



## Part 2 The competition

### 2.1 Competition Schedule

<b>Saturday, 31<sup>st</sup> of October</b>		
All day	Arrival UEG-AER TC	
<b>Sunday, 1<sup>st</sup> of November</b>		
All day	Meetings UEG-AER TC	
All day	Meetings UEG-AER TC – OC	
<b>Monday, 2<sup>nd</sup> of November</b>		
All day	Official arrival day for delegations and accreditation, transfer to hotels	
All day	Trainings upon request	Training Hall
All day	Meeting UEG-AER TC Meetings UEG-AER TC – OC	UEG-AER TC room
<b>Tuesday, 3<sup>rd</sup> of November</b>		
09h30-11h00	Meeting UEG-AER TC	UEG-AER TC room
11h00-12h00	Orientation meeting (maximum 2 persons per federation)	VIP Room
14h00-18h00	Meeting UEG-AER TC	UEG-AER TC room
All day	Training and Podium training by Nations as per schedule	Training Hall Competition hall
<b>Wednesday, 4<sup>th</sup> of November</b>		
08h00-21h30	Training and Podium Training by nations as per schedule	Training hall Competition Hall
10h00-11h30	Judges briefing and instruction, Chair and Difficulty	Judges room
14h30-15h30	Rehearsal for the Opening and Closing Ceremony	Competition hall
16h30-19h00	Judges briefing and instruction, Execution and Artistic	Judges room
19h15-20h00	Meeting UEG-AER TC	UEG-AER TC room
<b>Thursday, 5<sup>th</sup> of November</b>		
09h00-21h00	Training and Podium Training by nations as per schedule	Training halls Competition Hall
09h00-10h25	Meeting UEG-AER TC	UEG-AER TC room
17h00-18h00	Judges scoring system instruction	Competition hall
19h45-20h30	Meeting UEG-AER TC	UEG-AER TC room
<b>Friday, 6<sup>th</sup> of November</b>		
08h00-09h30	Judges briefing, Draw Junior ECH Qualification	Judges room
10h00-13h00	Junior ECH Qualification (IW/TR)	Competition hall
13h00-14h15	Break	
14h30-17h30	Junior ECH Qualification (IM/MP/GR)	Competition hall
17h45-18h00	Medal Award Ceremony Junior Team Ranking	Competition hall
20h15-21h15	Judges Analysis UEG-AER TC	UEG-AER TC room

<b>Saturday 7<sup>th</sup> of November</b>		
09h00-10h00	Meeting UEG-AER TC	UEG-AER TC room
11h30-12h55	Judges briefing, Draw Seniors ECH Qualification	Judges room
13h00-13h15	Official Opening Ceremony	Competition hall
13h16-17h15	Senior ECH Qualification (AS&AD & IW/TR)	Competition hall
17h15-17h30	Break	
17h30-19h45	Senior ECH Qualification (IM/MP/GR)	Competition hall
19h45-20h15	Medal Award Ceremony Senior Team Ranking	Competition hall
20h30-21h30	Judges Analysis UEG-AER TC	UEG-AER TC room
<b>Sunday, 8<sup>th</sup> of November</b>		
08h00-08h25	Meeting UEG-AER TC	UEG-AER TC room
08h00-10h00	Training as per schedule	Training hall
08h30-09h40	Judges briefing, Draw Junior ECH Final	Judges room
09h45-09h55	European Championship Junior Finals Presentation of the Nations	Competition hall
10h00-10h50	European Championship Junior Finals IW & IM	Competition hall
10h55-11h10	Medal Award Ceremony Junior Finals IW & IM	Competition hall
11h15-12h30	European Championship Junior Finals MP & TR & GR	Competition hall
12h35-13h00	Medal Award Ceremony Junior Finals MP & TR & GR	Competition hall
13h45-14h45	Judges briefing, Draw Senior ECH Final	Judges room
15h00-15h15	European Championship Senior Finals Presentation of the Nations	Competition hall
15h15-16h40	European Championship Senior Finals AS & AD & IW & IM	Competition hall
16h45-17h10	Medal Award Ceremony Senior Finals AS & AD & IW & IM	Competition hall
17h15-18h30	European Championship Senior Finals MP & TR & GR	Competition hall
18h35-19h00	Medal Award Ceremony Senior Finals MP & TR & GR	Competition hall
19h00-19h15	Closing Ceremony	Competition hall
19h15-20h00	Press Conference (medallists)	VIP room
19h15-20h00	Meeting UEG-AER TC	UEG-AER TC room
20h30	Farewell Party	
<b>Monday, 9<sup>th</sup> of November</b>		
All day	Departure of participants and the UEG-AER TC	

## 2.2 Competition format

### **1<sup>st</sup> day, Friday, November 6<sup>th</sup>**

Junior ECh Qualification (IW/TR)  
Junior ECh Qualification (IM/MP/GR)  
Junior ECh Team Ranking

The maximum number for the Qualifying Round is:  
two per category and federation for IM, IW, MP, TR, GR

---

### **2<sup>nd</sup> day, Saturday, November 7<sup>th</sup>**

Senior ECh Qualification (AS/AD/IW/TR)  
Senior ECh Qualification (IM/MP/GR)  
Senior ECh Team Ranking

The maximum number for the Qualifying Round is:  
- Two per category and federation for IM, IW, MP, TR, GR, AS, AD

---

### **3<sup>rd</sup> day, Sunday, November 8<sup>th</sup>**

European Championship Junior Finals  
European Championship Senior Finals

The top eight of IW, IM, MP, TR, GR may participate in the finals (maximum 2 per federation for IW, IM, MP, TR;  
maximum 1 per federation for GR)

The top six of AD may participate in the finals (maximum 1 per federation)

The top four of AS may participate in the finals (maximum 1 per federation)

## 2.3 Team Ranking Juniors and Seniors

To participate in the Team Ranking, federations must participate with at least one participant in the qualifications of the following categories: Individual Men and/or Individual Women, Mixed Pair, Trio, Group.

The team ranking list will be established by adding the 4 best rankings obtained during the qualifications in the following categories: Individual Men or Individual Women, Mixed Pair, Trio, Group.

The NF with the lowest number of points is declared Team European Champion. Art 3.5 UEG TR.

## 2.4 Qualifications

- The starting order of the competition is established accordingly to the draw of lots carried out in Budapest, on the 8<sup>th</sup> of August 2015, by the official representatives of the UEG (Appendix A).
- If a National Federation reduces the number of participating gymnasts after the definitive inscriptions, the UEG-AER TC has the right to adjust the starting order to ensure the best possible running of the competition.
- In case of a tie at any position at the end of the qualification see *FIG TR. Sec. 6 – 3.3*

## 2.5 Finals

- The final will take place on Sunday, November 8<sup>th</sup>, as follows:
  - European Championship Junior Finals, from 10h00 to 12h30
  - European Championship Senior Finals, from 15h15 to 19h00.

## 2.6 Drawing of lots and starting order

The drawing of lots for **the starting order of the qualifications** took place in Budapest, 8<sup>th</sup> of August 2015. Please note that the order indicated on the nominative entry form will determine the place of the competitor(s) and the number of the draw (starting list). No changes will be permitted.

The order of all categories for **JUNIOR** competitions in the qualifications will be:

- 1<sup>st</sup> part IW / TR
- 2<sup>nd</sup> part IM / MP / GR

**The starting order of the final** is made according to the draw of lots carried out in Budapest, on the 8<sup>th</sup> of August 2015, by the official representatives of the UEG (Appendix B).

- The top eight of all categories will qualify for the finals.
- In case of a tie at any position at the end of the qualification see *FIG TR. Sec. 6 – 3.3*

The order of all categories for competitions in the finals will be:

- IW, IM, MP, TR, GR

The list of the finalists, with two reserves, will be handed over to the head of delegation after each qualification.

The order of all categories for **SENIOR** competitions in the qualifications will be:

- 1<sup>st</sup> part AS/ AD/ IW / TR
- 2<sup>nd</sup> part IM / MP / GR

**The starting order of the final** was made according to the draw of lots carried out in Budapest, on the 8<sup>th</sup> of August 2015, by the official representatives of the UEG (Appendix B).

- The top eight of IW, IM, MP, TR, GR categories will qualify for the finals.
- The top six of AD category will qualify for the finals.
- The top four of AS category will qualify for the finals.
- In case of a tie at any position at the end of the qualification see *FIG TR. Sec. 6 – 3.3*

The order of all categories for competitions in the finals will be:

- AS, AD, IW, IM, MP, TR, GR

## 2.7 Access to the competition area

- The competition area is accessible to members of the various juries, competing gymnasts and their accredited coaches, to local group leaders, to the auxiliary personnel of the Jury, to the President of the UEG Medical Commission, to the official doctor, to the team doctors, medical staff and to persons concerned with the competition. A team medical person is allowed to accompany the gymnasts and coaches during all Competitions.
- Interpreters may not enter the competition area without permission of the President of the UEG-AER TC.

- The competition area is strictly forbidden to all other persons.
- The use of any kind of electronic devices (video, mobile phones, etc.) is strictly forbidden in the competition area. Please note that, according to the decision of the Executive Committee of the European Union of Gymnastics from the 27<sup>th</sup> and 28<sup>th</sup> of January 2012, if a mobile phone or any other electronic communication device is used in the field of play during the entire competition of the European Championships, the person concerned (gymnast, coach and judges) will be immediately expelled. The gymnast will not be ranked and will not be authorized to participate in the remaining competitions. If this rule is violated by a coach, all his gymnasts will also be expelled.

## 2.8 Award ceremonies

The ceremonies in the competition venue will take place as follows:

- For Junior ECH Team ranking, on Friday, 6<sup>th</sup> November, at 17h45;
- For Senior ECH Team ranking, on Saturday, 7<sup>th</sup> November, at 19h45;
- For Junior ECH – on Sunday, 8<sup>th</sup> of November, at 10h55 for IW and IM;
- For Junior ECH – on Sunday, 8<sup>th</sup> of November, at 12h35 for MP, TR and GR.
- For Senior ECH – on Sunday, 8<sup>th</sup> of November, at 16h45 for AS, AD, IW and IM;
- For Senior ECH – on Sunday, 8<sup>th</sup> of November, at 18h35 for MP, TR and GR.

## 2.9 Floor supplier

The competition podium and training hall have FIG official floors from Gymnova:

Colour: wood matt surface  
Reference number: 6632 Cancun

## 2.10 Scoring and distribution of results

At the end of the competition all delegations will be provided with a complete set of results.

At the end of the European Championships all delegations will be provided with a complete set of results including the judges' individual scores for all competitions.

## 2.11 List of difficulty elements

At accreditation, the Heads of delegation have to give the list of difficulty elements (appendix C) for each competitor(s) by each category (Seniors and Juniors).

## 2.12 Competition Attire Publicity

Any advertisement displayed on leotard must be approved at the orientation meeting (according to the UEG rules of publicity).

## 2.13 Music

In order to simplify the management of the music and to limit the technical problems of wiring for sound during the competitions, the Organizing Committee wishes to reduce the variety of musical supports (CD, USB stick) and to use only the numerical support.

Each music will be classified and indexed in a file on the computers of wiring for sound by respecting the flow schedule in order to be able to use them quickly and effectively.

All the music used during the 9<sup>th</sup> Aerobics Gymnastics European Championships must be submitted by e-mail: [eurobics2015@gympor.com](mailto:eurobics2015@gympor.com), until **9<sup>th</sup> October 2015**.

The Organizing Committee must receive the gymnasts' music in MP3 format.

Each music file title must contain the following information:

- The name of the nation (official abbreviation of the country);
- The first and last name of the individual competitor/s and the last name of MP, TR, GR AD, AS;
- The category (IM, IW, MP, TR, GR, AS, AD);
- The Junior or Senior (Example: ROU\_RADU\_Alina\_Junior\_IW2.mp3)

If you need help, you can write to the following e-mail address: [eurobics2015@gympor.com](mailto:eurobics2015@gympor.com)

The Head of delegation or the coach has to sign two forms in the name of the competitor in order to:

- Guarantee and as a discharge indicate that the pieces of music chosen are not forbidden to be played, including during a sports event.

At the accreditation, the Heads of delegation have to hand in the Music Release form (App. D)

During the training sessions, the competitors have to use their personal CD in case that a digital file is not available.

#### **2.14 Doping control**

Any doping is prohibited. A doping control can be requested at any time, in accordance with the FIG/UEG regulations. Doping controls will be carried out in accordance with the WADA regulations.

## Part 3 The jury

---

### 3.1 Jury composition

#### **Jury A (Individual Men/Individual Women)**

Chair of judges	fixed by draw
1 difficulty judge	fixed by draw
1 difficulty judge	fixed by draw
4 artistic judges	fixed by draw
4 execution judges	fixed by draw
1 line judge	fixed by draw
1 time judge	fixed by draw
1 artistic reserve judge	fixed by draw
1 execution reserve judge	fixed by draw

#### **Jury B (Mixed Pair/Trio/Group/Aerobic Dance/ Aerobic Step)**

Chair of judges	fixed by draw
1 difficulty judge	fixed by draw
1 difficulty judge	fixed by draw
4 artistic judges	fixed by draw
4 execution judges	fixed by draw
1 line judge	fixed by draw
1 time judge	fixed by draw
1 artistic reserve judge	fixed by draw
1 execution reserve judge	fixed by draw

### 3.2 Jury of Appeal

Vice-president of the UEG	Farid GAYIBOV
Member of the UEG/EC	Klemen BEDENIK
Member of the OC	Álvaro SOUSA

### 3.3 Superior Jury

UEG AER TC President	Maria Cristina CASENTINI
UEG AER TC Secretary	Olga KYSELOVICOVA
UEG AER TC Member	Alina DRAGAN
UEG AER TC Member	Ignacio MARRON MOYA
UEG AER TC Member	Andrea SINKO
UEG AER TC Member	Monika WIETHOFF

### 3.4 Judges' instruction and draw of lots

All judges have to participate in the briefing sessions as described in the Competition Schedule. Short judges' briefings will take place before each competition.

- According to the FIG/TR, the presence of the judges to the judges' instruction is mandatory. The judges' instruction will be held in English.
- The judges' oath will be carried out at the end of the judges' instruction, by one of the host federation judge.

### 3.5 Judges' meetings

According to the Competition Schedule:

#### Wednesday, 4<sup>th</sup> November

10h00-11h30 Judges Briefing and Instructions, Chair and Difficulty  
16h30-19h00 Judges Briefing and Instructions, Execution and Artistic

#### Thursday, 5<sup>th</sup> November

17h00-18h00 Judges Scoring System Instruction

#### Friday, 6<sup>th</sup> November

08h00-09h30 Judges Briefing and the draw for Junior ECh Qualification

#### Saturday, 7<sup>th</sup> November

11h30-12h55 Judges Briefing and the draw for Senior ECh Qualification

#### Sunday, 8<sup>th</sup> November

08h30-09h40 Judges Briefing and the draw for Junior ECh Finals  
13h45-14h45 Judges Briefing and the draw for Senior ECh Finals

### 3.6 Inquiries procedure

Inquiries for the difficulty scores will be allowed, provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the exercise of the following gymnast. For the last gymnast of a rotation, this limit is one minute after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure. Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected. A federation will not be allowed to complain against a gymnast from another federation. The inquiry will have to be confirmed as soon as possible in writing, but within 4 minutes at the latest after the verbal inquiry and will require an agreement of payment of EUR 300.— for the first complaint, EUR 500.— for the second complaint and EUR 1'000.— for the third complaint. Should the inquiry not be confirmed in writing within 4 minutes, then the procedure will become obsolete.

Should the inquiry prove correct and be accepted, this sum will be reimbursed. Otherwise, the sum will be transferred to the UEG. Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:

- At the end of the rotation for the qualifying competitions, the all around competitions and the team competition (final).
- Before the score of the following gymnast is shown for the finals.

The detailed procedure is in all the COP.

### 3.7 Tie breaking rule

- In case of a tie at any position at the end of the qualification see *FIG TR. Sec. 6 – 3.3*
- In case of a tie at any position at the end of finals see *FIG TR. Sec. 6 – 3.3*

## Part 4 The organization of the event

---

### 4.1 Competition Venue

COLISEU COMENDADOR RONDÃO ALMEIDA

Avenida de Badajoz, Sítio do Morgadinho

Elvas – PORTUGAL

Tel.: + 351 – 268 621 203

E-mail: [coliseu@cm-elvas.pt](mailto:coliseu@cm-elvas.pt)

### 4.2 Delegations

Maximum:

Delegation members	Seniors	Juniors 15 - 17 years
Head of delegation	1	1
Team leader	1	1
Doctor & Masseur/Physiotherapist	2	2
Coaches	2	2
Judges with FIG brevet	2	2
Individual male gymnasts	2	2
Individual female gymnast	2	2
Mixed pairs	2	2
Trios	2	2
Groups (composed of 5 gymnasts)	2	2
Aerobic Step (composed of 8 gymnasts)	2	-
Aerobic Dance (composed of 8 gymnasts)	2	-

Seats will be reserved for each participating delegation.

### 4.3 Accreditation

Accreditation allows the identification of all participants and indicates the access to certain zones. Access to all zones will be controlled. Accreditation must be visibly worn throughout the whole event. During the accreditation the Heads of Delegation have to verify the identity of the members of their delegation as well as all requirements regarding accommodation, meals and registrations. They have to make the necessary payments (including insurance), hand over one CD for the exercises of their athletes, the CD with the national anthem and their national flag. ***The Organising Committee informs that all Federations must bring CDs.***

Accreditation will be carried out upon arrival. The accreditation place will be at the Accreditation office in the competition venue. The accreditation is personal, non-transferable and necessary for access to the training and competition halls, as well as for official transports. The FIG and UEG Directives and Technical Regulations will be strictly applied, especially with regard to the number of persons accredited per nation.

Accreditations are provided to each delegation having fulfilled their financial obligations.

Together with the nominative registration and to accelerate the process of the accreditation, each delegation member (Head of delegation, Team leader, Judges, Coaches, Gymnasts, Medical staff,...) is kindly asked to send to the OC Email: [eurobics2015@gympor.com](mailto:eurobics2015@gympor.com), the personal photo (Identity Colour photo in format JPEG – 45mm x 35mm – 150DPI resolution).

All delegation members must deliver at the accreditation desk a copy off a valid passport or ID card (EU members)

Delegations who do not respect this directive will have to wait at the accreditation center.



If the photo has to be taken on site because none has been sent within the deadline or sent in an unofficial format, there will be a charge of **Euro 15** for each photo taken at the accreditation desk.

- Upon accreditation the Head of Delegation or his representative will have to provide to the organizing committee the following:
  - The passport or ID card (EU members) of all delegation members;
  - The medical insurance for the members of the delegation if not already provided.
  - Prove that they fulfilled their financial obligation to the O.C.
  - The CD will be returned to the Heads of Delegation after the gymnasts' last competition. It is compulsory to bring a spare/extra CD for safety reasons.
  - The form "Confirmation of the national flag and anthem" together with the national flag of their country (dimension of 100/200 cm) and a CD with the national anthem (clearly marked with the name of the country and the mention "national anthem")
  - The copy of the Medical Certificate/Diploma for medical personnel. UEG will collect and record these certificates. Please note that without this document, the accreditation of the medical personnel will NOT be released.
  
- For the accreditation process, only the Head of Delegation (or his representative) is requested to present him/her self at the accreditation centre.

#### **4.4 Orientation Meeting**

This orientation meeting for all delegations will take place on Tuesday, November 3<sup>rd</sup>, 2015, 11h00 – 12h00 in VIP Room of the sports hall, Elvas Colosseum. The Heads of Delegation and Coaches have to participate in this briefing session (**max. 2** persons per federation), during which the UEG AER TC and the OC will give information about the running of the championships. An updated work plan will be distributed to the Heads of delegation during the orientation meeting. This orientation meeting will be held in English only. Unjustified failure to attend will result in a sanction against the federation of Euro 1.000.

#### **4.5 Training information**

The training will start on Tuesday, 3<sup>rd</sup> November 2015 and will take place in the training halls and competition hall.

A detailed updated timetable for the warm-up will be handed out to the Heads of delegation upon arrival.

The timetable of the training and the warm-up of the finalists will be given to the Heads of delegation on Saturday evening 7<sup>th</sup> November 2015 for Junior and Seniors.

The access to the competition hall, the training and the warm-up halls will only be granted to those delegations wearing the accreditation card and only during the times reserved for their nation.

#### **4.6 Opening and closing ceremony**

The Official Opening Ceremony will be held on the 7<sup>th</sup> of November in the Competition hall at 13h00. The ceremony will include Flags Presentation by nation with the competitors by nation performing 2 x 8 counts with aerobic music. The rehearsal will be held on November 4<sup>th</sup> in the Competition Hall on the Podium at 14h30 to 15h30. All Heads of Delegation & Coaches must be present during the Rehearsal of the Opening Ceremony. All competitors must wear their national tracksuit.

The Closing Ceremony will be held on the 8<sup>th</sup> of November in the Competition hall at 19h00, for all participating gymnasts. Details will be given at the rehearsal, November 4<sup>th</sup> in the Competition Hall on the Podium at 14h30 to 15h30.

#### **4.7 Delegation boxes**

Delegation Mail Boxes will be set up in the competition hall – accreditation office. All information regarding competition, warm-up, trainings, and notification of meetings, transport, official functions, as well as UEG and OC correspondences will be distributed via the delegation mailboxes.

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

#### **4.8 Medical Services**

The OC will provide the necessary medical services.

#### **4.9 Farewell Party**

The closing evening will be organised on Sunday night at 20:30 in Elvas Business Centre. Accreditation will be asked for access.

#### **4.10 Hotels**

The contact person for all accommodation logistics is Bernardo Tomás

E-mail: [eurobics2015@gympor.com](mailto:eurobics2015@gympor.com)

#### **Official Hotel - UEG and delegations:**

Hotel S. João de Deus  
Rua de João de Quintal, 1  
7350-000 Elvas – Portugal  
[www.hotelsaojoaodeus.net](http://www.hotelsaojoaodeus.net)

#### **Other Hotels:**

Hotel D. Luís  
Avenida de Badajoz, 7350-903 Elvas – Portugal  
[www.hoteldluis.pt](http://www.hoteldluis.pt)

Hotel Pousada Santa Luzia  
Avenida de Badajoz, 7350-903 Elvas – Portugal  
[www.slhotel-elvas.pt](http://www.slhotel-elvas.pt)

Varchotel  
Estrada Nacional 4, Varche, 7350-473 Elvas – Portugal  
[www.varchotel.com](http://www.varchotel.com)

Hotel Brasa  
Estrada Nacional 4, Varche, 7350-473 Elvas – Portugal  
[www.varchotel.com](http://www.varchotel.com)

Elxadai – Hotel Rural e Apartamentos Turísticos  
Estrada Nacional 4, Varche, 7320-422 Elvas – Portugal  
[www.orbitur.pt/camping-orbitur-elxadai](http://www.orbitur.pt/camping-orbitur-elxadai)

Quinta de Santo António  
Estrada de Barbacena, Apartado 206, 7350-903 Elvas – Portugal  
[www.quintasantoantonio.pt](http://www.quintasantoantonio.pt)

#### **4.11 Transportation**

The OC will organise transport for the delegations from the official hotels to the competition venue. The transport schedules between competition hall and the official hotels will be available upon arrival of the delegations at the accreditation office.

Transport service from Lisbon Airport will be provided by the Organising Committee to delegations which booked their accommodation through the Organising Committee and return their travel information form by October 9<sup>th</sup>, 2015 at the latest.

Only accredited persons are entitled to use the transportation system.

Federations who did not book their accommodation through the Organizing Committee will not be entitled to use the transportation system and will be responsible for being on time at all events.

#### **4.12 Insurance**

The FIG and UEG Technical Regulations stipulate that all participating federations have to assume all costs in relation to the medical insurance of all delegation members (illness and accidents). The Organising Committee has the right to verify the validity of the insurance upon arrival of the delegations (policy insurance, original or copy).

Entering the European Championships without valid medical insurance of all delegation members will be rejected. However, those delegations which cannot present valid medical insurance, will have the possibility to conclude a medical insurance service provided by the OC at the following cost:

35.00€ per person/day for illness and medical fee.

#### **4.13 Visa**

Please check whether you need a visa to enter Portugal. The Organising Committee will assist you applying for a visa with pleasure. To assist with the application process, each country should complete the attached visa request form. This form has to be sent back to the Organising Committee by October 9<sup>th</sup>, 2015 at the latest.

#### **4.14 Regulations**

The 9<sup>th</sup> European Junior and Senior Aerobic Gymnastics Championships, Elvas (POR), 2015, will take place under the following regulations;

- FIG and UEG Statutes
- FIG and UEG Technical Regulations
- The current Codes of Points and the followings remarks or documents issued by the FIG/AER TC;
- FIG General Judges' Rules
- FIG Specific Judges' Rules
- Doping Control Rules
- UEG Medical Guidelines
- FIG License Rules
- UEG Media Rules
- FIG Apparatus Norms
- UEG Advertising and Publicity Rules
- FIG Rules for Sanctioning (approval) of International Events
- and subsequent decisions of the UEG Executive Committee

EUROPEAN UNION OF GYMNASTICS

Maria Cristina Casentini

UEG AER TC President

Elvas, 21/09/2015

## Part 5 Appendixes



APPENDIX A  
9<sup>th</sup> AEROBIC GYMNASTICS EUROPEAN CHAMPIONSHIPS  
JUNIORS (15 - 17)  
Friday, November 6<sup>th</sup>, 2015

### 5.1 Qualifications Draw - Juniors

QUALIFICATIONS DRAW – JUNIORS  
Budapest (HUN), 8<sup>th</sup> August, 2015

#	IM	#	IW	#	MP	#	TR	#	GR
1	FRA2	1	FRA2	1	BUL1	1	ESP1	1	HUN2
2	BUL1	2	POR1	2	FRA2	2	ROU1	2	FRA1
3	GBR1	3	BUL2	3	FRA1	3	LTU1	3	GER2
4	RUS1	4	POR2	4	POR1	4	ITA1	4	POR2
5	POR1	5	GBR2	5	ROU2	5	FIN1	5	ROU1
6	RUS2	6	UKR2	6	TUR1	6	GRE1	6	UKR1
7	TUR2	7	ROU2	7	BUL2	7	UKR2	7	BUL2
8	ITA1	8	BUL1	8	RUS1	8	BUL1	8	RUS2
9	BUL2	9	GER1	9	ITA1	9	HUN2	9	BUL1
10	ROU1	10	TUR1	10	ESP1	10	GER1	10	HUN1
11	FRA1	11	FIN2	11	ROU1	11	RUS2	11	ITA1
12	TUR1	12	ROU1	12	GBR1	12	CZE1	12	GBR1
13	ESP1	13	GRE1	13	GBR2	13	FRA2	13	FIN1
14	ITA2	14	BLR1	14	RUS2	14	HUN1	14	GRE1
15	LTU1	15	UKR1	15	ITA2	15	POR2	15	FRA2
16	ROU2	16	EST1			16	FIN2	16	RUS1
		17	FRA1			17	GBR1	17	FIN2
		18	GBR1			18	POR1	18	GBR2
		19	CZE2			19	BUL2	19	POR1
		20	EST2			20	EST1	20	GER1
		21	GRE2			21	RUS1		
		22	RUS1			22	TUR1		
		23	ESP2			23	GBR2		
		24	CZE1			24	FRA1		
		25	FIN1			25	UKR1		
		26	ITA2			26	GER2		
		27	RUS2			27	ROU2		
		28	HUN1						
		29	LTU1						
		30	GER2						
		31	ITA1						
		32	LTU2						
		33	HUN2						
		34	ESP1						

9<sup>th</sup> AEROBIC GYMNASTICS EUROPEAN CHAMPIONSHIPS  
SENIORS

Saturday, November 7<sup>th</sup>, 2015

5.2 Qualifications Draw - Seniors

QUALIFICATIONS DRAW – Budapest (HUN), 8<sup>th</sup> August, 2015

#	IM
1	FRA2
2	RUS1
3	POR2
4	BUL1
5	AZE2
6	HUN2
7	ESP2
8	POR1
9	ROU2
10	FRA1
11	ESP1
12	AZE1
13	ROU1
14	UKR1
15	LTU1
16	GBR1
17	RUS2
18	ITA2
19	GER1
20	ITA1
21	HUN1

#	IW
1	AUT1
2	ROU1
3	ESP2
4	GBR1
5	AZE2
6	ITA2
7	SVK2
8	BLR1
9	FIN1
10	RUS2
11	POR2
12	FRA2
13	UKR2
14	BUL2
15	LTU1
16	GER1
17	CZE1
18	HUN2
19	BLR2
20	HUN1
21	AUT2
22	FIN2
23	EST1
24	AZE1
25	SVK1
26	LTU2
27	GRE1
28	FRA1
29	UKR1
30	SWE1
31	ROU2
32	GBR2
33	RUS1
34	ISR1
35	CZE2
36	ESP1
37	ITA1
38	POR1
39	GER2
40	BUL1
41	TUR1

#	MP
1	FRA2
2	POR1
3	ITA1
4	GER1
5	FRA1
6	HUN1
7	BUL1
8	AZE1
9	ROU2
10	POR2
11	RUS2
12	RUS1
13	HUN2
14	ROU1
15	ESP1
16	UKR1
17	ITA2
18	AZE2
19	ESP2
20	LTU1

#	TR
1	CZE1
2	RUS1
3	LTU1
4	ESP1
5	POR1
6	HUN2
7	AZE1
8	ITA1
9	GBR2
10	ROU1
11	FRA2
12	ROU2
13	HUN1
14	FRA1
15	RUS2
16	UKR1
17	GBR1

#	GR
1	FRA1
2	HUN1
3	RUS1
4	UKR1
5	ESP1
6	AZE1
7	FIN1
8	RUS2
9	ITA1
10	POR1
11	ROU1
12	GBR1
13	CZE1

#	AD
1	HUN1
2	FIN1
3	HUN2
4	RUS2
5	RUS1
6	ROU1
7	UKR1
8	ESP1

#	AS
1	UKR1
2	ESP1
3	HUN1
4	RUS1
5	RUS2

Maria Cristina Casentini  
UEG AER TC President



APPENDIX B

9<sup>th</sup> AEROBIC GYMNASTICS EUROPEAN CHAMPIONSHIPS  
 JUNIORS (15 - 17)  
 Sunday, November 8<sup>th</sup>, 2015

5.3 Finals Draw - Juniors

FINALS DRAW – Budapest (HUN), 8<sup>th</sup> August, 2015

Qualification Ranking	Final Order IM	Starting
1	7	
2	8	
3	1	
4	4	
5	2	
6	3	
7	5	
8	6	

Qualification Ranking	Final Order IW	Starting
1	5	
2	4	
3	1	
4	6	
5	8	
6	7	
7	3	
8	2	

Qualification Ranking	Final Order MP	Starting
1	8	
2	2	
3	4	
4	6	
5	5	
6	1	
7	7	
8	3	

Qualification Ranking	Final Order TR	Starting
1	7	
2	6	
3	1	
4	3	
5	5	
6	8	
7	4	
8	2	

Qualification Ranking	Final Order GR	Starting
1	6	
2	5	
3	4	
4	7	
5	2	
6	3	
7	1	
8	8	

9<sup>th</sup> AEROBIC GYMNASTICS EUROPEAN CHAMPIONSHIPS  
SENIORS

Sunday, November 8<sup>th</sup>, 2015

5.4 Finals Draw - Seniors

FINALS DRAW – Budapest (HUN), 8<sup>th</sup> August, 2015

Qualification Ranking	Final Order IM	Starting
1	1	
2	4	
3	7	
4	5	
5	8	
6	3	
7	6	
8	2	

Qualification Ranking	Final Order IW	Starting
1	5	
2	6	
3	3	
4	2	
5	1	
6	7	
7	4	
8	8	

Qualification Ranking	Final Order MP	Starting
1	6	
2	3	
3	2	
4	1	
5	5	
6	7	
7	8	
8	4	

Qualification Ranking	Final Order TR	Starting
1	5	
2	3	
3	2	
4	1	
5	6	
6	7	
7	4	
8	8	

Qualification Ranking	Final Order GR	Starting
1	5	
2	6	
3	4	
4	3	
5	8	
6	2	
7	1	
8	7	

Qualification Ranking	Final Order AD	Starting
1	5	
2	1	
3	2	
4	4	
5	3	
6	6	

Qualification Ranking	Final Starting Order AS
1	1
2	3
3	2
4	4

Maria Cristina Casentini  
UEG AER TC President

APPENDIX C

EUROPEAN UNION OF GYMNASTICS



**LIST OF DIFFICULTY ELEMENTS**

**5.5 List of Difficulty Elements**

Juniors / Seniors

IM / IW / MP / TR / GR / AD

Competition Venue/Date: \_\_\_\_\_

Nation:

Competitor(s):

Starting N°:

No	Group	Floor Element	Description of Elements	Combination	Shorthand Symbol	Value
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
TOTAL						



## APPENDIX D – Music Release

(Distribution to all participating nations)

Please, describe the music you will use for the

Nation: \_\_\_\_\_ Competitor(s): \_\_\_\_\_

Music Length: \_\_\_\_\_ min. \_\_\_\_\_ sec.

Music title: \_\_\_\_\_

Artist: \_\_\_\_\_

Recording company: \_\_\_\_\_

Regarding MUSIC COPYRIGHT, I understand that I am personally responsible for the selection of my music and for any copyright implications. I also understand that the UEG cannot guarantee that my music CD, as I have prepared, will be broadcast. By signing this document, I agree that the UEG reserves the right to broadcast my music, my performance, and appearance in any program or other broadcast related to the championship without any type of payment or compensation to me, of any kind. Nor does the UEG require my permission to broadcast or utilize my image in any such program or related promotion. I understand that if I falsify this document in anyway or fail to fill it out in its entirety, I risk being either penalized or disqualified.

I have carefully read, understand, and hereby agree to comply with the above:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### JUNIOR

Individual Woman  Individual Man  Mixed Pair  Trio  Group

### SENIOR

Individual Woman  Individual Man  Mixed Pair  Trio  Group  Aerobic Dance  Aerobic Step

## APPENDIX E – Provisional training schedule

Tuesday, 3rd of November				
Nations	Training Hall			Competition Hall
	General Warm Up	Specific Warm Up	Specific Warm Up	Podium
		Without Music	With Music	
RUS (24)	08:00-08:30	08:30-09:00	09:00-10:12	10:12-11:24
LTU9+BLR3+AZE8+AUT2 (22)	09:18-09:48	09:48-10:18	10:18-11:24	11:24-12:30
FRA19+SWE1 (20)	10:30-11:00	11:00-11:30	11:30-12:30	12:30-13:30
ROU19+ISR1 (20)	11:30-12:00	12:00-12:30	12:30-13:30	13:30-14:30
HUN18+SVK2 (20)	12:30-13:00	13:00-13:30	13:30-14:30	14:30-15:30
ITA16+EST4 (20)	13:30-14:00	14:00-14:30	14:30-15:30	15:30-16:30
ESP15+GRE5 (20)	14:30-15:00	15:00-15:30	15:30-16:30	16:30-17:30
BUL14+TUR6 (20)	15:30-16:00	16:00-16:30	16:30-17:30	17:30-18:30
UKR13+CZE7 (20)	16:30-17:00	17:00-17:30	17:30-18:30	18:30-19:30
FIN10+GER10 (20)	17:30-18:00	18:00-18:30	18:30-19:30	19:30-20:30
GBR (15)	18:45-19:15	19:15-19:45	19:45-20:30	20:30-21:15
POR (16)	19:30-20:00	20:00-20:30	20:30-21:18	21:18-22:06

Wednesday, 4th of November				
Nations	Training Hall			Competition Hall
	General Warm Up	Specific Warm Up	Specific Warm Up	Podium
		Without Music	With Music	
HUN18+SVK2 (20)	08:00-08:30	08:30-09:00	09:00-10:00	10:00-11:00
ITA16+EST4 (20)	09:00-09:30	09:30-10:00	10:00-11:00	11:00-12:00
ESP15+GRE5 (20)	10:00-10:30	10:30-11:00	11:00-12:00	12:00-13:00
BUL14+TUR6 (20)	11:00-11:30	11:30-12:00	12:00-13:00	13:00-14:00
Rehearsal for the Opening and the Medal Award Ceremony				14:30-15:30
UKR13+CZE7 (20)	14:00-14:30	14:30-15:00	14:30-15:30	15:30-16:30
FIN10+GER10 (20)	14:30-15:00	15:00-15:30	15:30-16:30	16:30-17:30
FRA19+SWE1 (20)	15:00-15:30	16:00-16:30	16:30-17:30	17:30-18:30
ROU19+ISR1 (20)	16:30-17:00	17:00-17:30	17:30-18:30	18:30-19:30
GBR (15)	17:30-18:00	18:00-18:30	18:30-19:15	19:30-20:15
POR (16)	18:15-18:45	18:45-19:15	19:15-20:03	20:15-20:33
RUS (24)	19:03-19:33	19:33-20:03	20:03-21:15	20:33-21:45
LTU9+BLR3+AZE8+AUT2 (22)	20:15-20:45	20:45-21:15	21:15-22:21	21:45-22:51

Thursday, 5th of November				
Nations	Training Hall			Competition Hall
	General Warm Up	Specific Warm Up	Specific Warm Up	Podium
		Without Music	With Music	
GBR (15)	08:10-08:40	08:42-09:12	09:12-09:57	10:00-10:45
POR (16)	08:57-09:27	09:27-09:57	09:57-10:45	10:45-11:33
RUS (24)	09:21-09:51	09:51-10:21	10:21-11:33	11:33-12:45
LTU9+BLR3+AZE8+AUT2 (22)	10:39-11:09	11:09-11:39	11:39-12:45	12:45-13:51
UKR13+CZE7 (20)	12:00-12:30	12:30-13:00	13:00-14:00	14:00-15:00
FIN10+GER10 (20)	13:00-13:30	13:30-14:00	14:00-15:00	15:00-16:00
FRA19+SWE1 (20)	14:00-14:30	14:30-15:30	15:00-16:00	16:00-17:00
Judges scoring system instruction - Competition Hall				17:00-18:00
ROU19+ISR1 (20)	16:00-16:30	16:30-17:00	17:00-18:00	18:00-19:00
HUN18+SVK2 (20)	17:00-17:30	17:30-18:00	18:00-19:00	19:00-20:00
ITA16+EST4 (20)	18:00-18:30	18:30-19:00	19:00-20:00	20:00-21:00
ESP15+GRE5 (20)	19:00-19:30	19:30-20:00	20:00-21:00	21:00-22:00
BUL14+TUR6 (20)	20:00-20:30	20:30-21:00	21:00-22:00	22:00-23:00