



Union Européenne de Gymnastique  
33rd European Men's Artistic Gymnastics  
Championships



Glasgow, GBR  
9 - 12 August 2018

## Directives

FIG ID Junior Events: 15591  
FIG ID Senior Events: 15591

Dear President

The Union Europeenne de Gymnastique (UEG) is pleased to herein provide you with the Directives for the 33<sup>rd</sup> UEG Artistic Gymnastics European Championships, to be held in Glasgow (GBR) from 9–12 August 2018.

These Team European Championships will be organised following the FIG & UEG Statutes, FIG & UEG Technical Regulations (TR), FIG Code of Points and relevant newsletters, FIG General Judges Rules, FIG Specific Judges Rules, FIG Anti-Doping Rules effective 01 January 2015, UEG & FIG 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 the UEG Accreditation Directives (with amendments as stated in Appendix B), FIG Code of Ethics and other Rules, Regulations and Guidelines valid from 1 January 2018 and any possible amendments by the date of these European Championships and any complements decided in the meantime.

All participating Federations commit to abide by the Statutes and all UEG/FIG Rules and Regulations. Federations that fail to respect them will not be allowed to participate.

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## 1. UNION EUROPEENNE DE GYMNASTIQUE

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Avenue de la Gare 12  
CH - 1003 Lausanne  
Tel: +41 (0)21 613 10 20  
Email: [info@ueg.org](mailto:info@ueg.org)  
Website: [www.ueg.org](http://www.ueg.org)

## 2. LOCAL ORGANISING COMMITTEE & HOST FEDERATION

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### LOC OFFICE

Glasgow 2018  
Stephanie Stewart, Gymnastics Competition Manager  
4<sup>th</sup> Floor  
Commonwealth House  
32 Albion Street  
Glasgow  
G1 1LH, United Kingdom  
Contact Person: Alice Blakey, Member Federations Coordinator  
Phone: +44 (0) 141 287 3499  
Email: [Glasgow2018Gymnastics@glasgow.gov.uk](mailto:Glasgow2018Gymnastics@glasgow.gov.uk)  
Website: [www.glasgow2018.com](http://www.glasgow2018.com)

### HOST FEDERATION

British Gymnastics  
Ford Hall  
Lilleshall National Sports Centre  
Newport  
Shropshire  
TF10 9NB, United Kingdom  
Phone: +44 (0) 345 129 7129  
Email: [information@british-gymnastics.org](mailto:information@british-gymnastics.org)  
Website: [www.british-gymnastics.org](http://www.british-gymnastics.org)

## 3. LOCATION OF THE COMPETITION, TRAINING & WARM-UP HALLS

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Competition Hall	The SSE Hydro Scottish Event Campus Exhibition Way, Glasgow, G3 8YW Tel: +44 (0)141 248 3000 <a href="http://www.thessehydro.com">www.thessehydro.com</a> Venue capacity: 8633 Seats
Warm-up Hall	The Scottish Event Campus (SEC) Exhibition Way, Glasgow, G3 8YW <b>SEC Hall 5</b> MAG: Equipped with one full set of apparatus plus additional PH, PB & HB  An additional general stretching area will be provided in the warm-up hall.

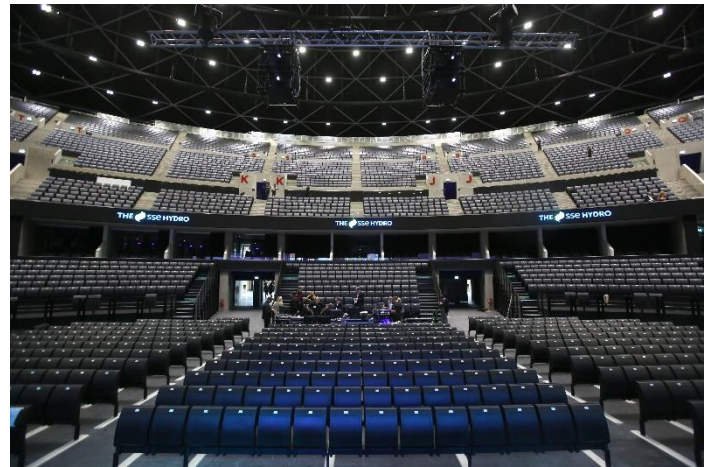
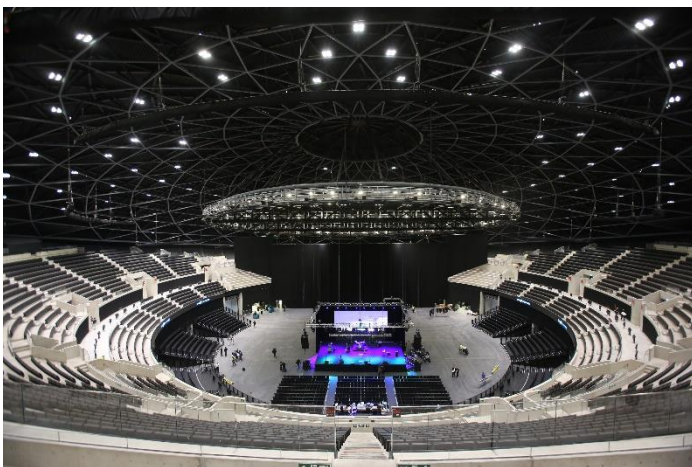
<p>Training Halls</p>	<p>The Scottish Event Campus (SEC) Exhibition Way, Glasgow, G3 8YW</p> <p><b><u>SEC Hall 3</u></b></p> <p><u>Training Hall A</u> Equipped with one full set of apparatus plus additional PH &amp; PB</p> <p><u>Training Hall B</u> Equipped with one full set of apparatus plus additional PH &amp; PB</p> <p>An additional general stretching area will be provided in the training halls.</p>
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Pictures of the Halls

**The SSE Hydro - outside**



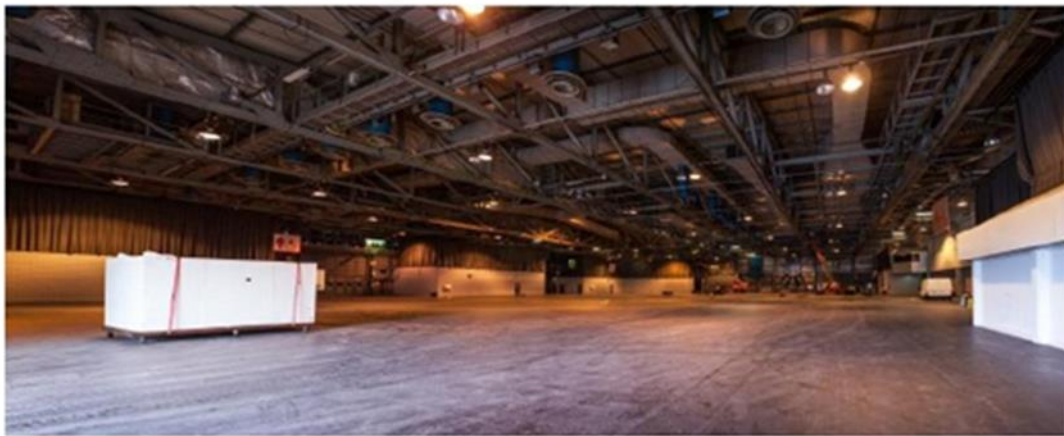
**The SSE Hydro - inside**



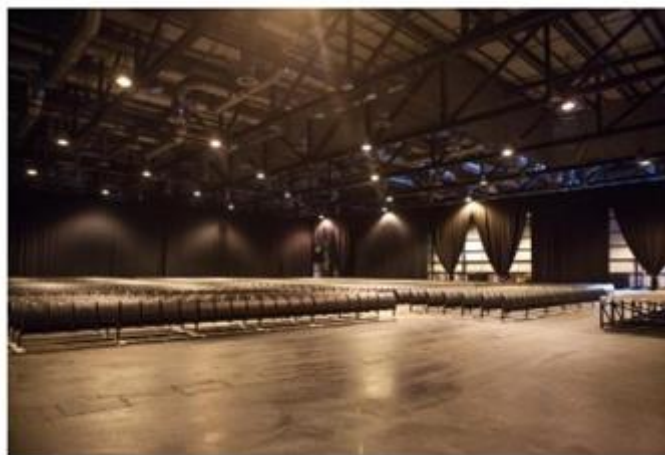
### Artist's impression of the Competition Hall – The SSE Hydro



### The SEC Hall 5 – Warm-up Hall



### The SEC Hall 3 – Training Hall



#### 4. PROVISIONAL SCHEDULE (subject to changes)

DATE/TIME	DESCRIPTION	LOCATION
<b>Mon. Aug. 06</b>  10:00 – 22:30 Morning Afternoon Afternoon* Evening*	<b>Official Departure Day of WAG Delegations</b> <b>Official Arrival Day of MAG Delegations</b> Team Check in - Accreditation MTC Meeting Men's Open Training Judges Instruction for the D-Jury Judges Instruction, draw - (CI, CIV Seniors & CI Juniors)  <b>*All judges must ensure they arrive in time for the judges instruction</b>	Glasgow SEC – Boisdale Suite SEC – Dochart Suite Training Halls SEC – Carron Suite SEC – Carron Suite
<b>Tues. Aug. 07</b>  As per schedule As per schedule 09:00-10:00 10:00-20:55	MAG Training MAG Senior Warm-up Orientation Meeting Senior Men's Podium Training (Subdivisions 1-3)	Training Halls Warm-up Hall SEC – Carron Suite FOP
<b>Wed. Aug. 08</b>  As per schedule As per schedule 10:00-21:35	MAG Training MAG Junior Warm-up Junior Men's Podium Training (Subdivision 1-3)	Training Halls Warm-up Hall FOP
<b>Thurs. Aug. 09</b>  As per schedule As per schedule Morning <b>10:00-20:55</b>  10:00-12:45 14:00-16:15 18:30-20:55  TBC	MAG Training MAG Senior Warm-up Judges Briefing – MAG Senior <b>Senior Men's Qualification for Team Final &amp; Individual Apparatus Finals</b>  Subdivision 1 Subdivision 2 Subdivision 3  MAG Opening Ceremony	Training Halls Warm-up Hall SEC – Carron Suite <b>FOP</b>
<b>Fri. Aug. 10</b>  As per schedule As per schedule Morning <b>10:00-22:00</b>  10:00-13:35 14:15-17:50 18:30-21:35  21:45-22:00	MAG Training MAG Junior Warm-up Judges Briefing – MAG Junior <b>Junior Men's Qualification for Individual Apparatus Finals</b>  Subdivision 1 Subdivision 2 Subdivision 3  Medal Ceremony – Junior Team and AA Champion	Training Halls Warm-up Hall SEC – Carron Suite <b>FOP</b>   FOP
<b>Sat. Aug. 11</b>  As per schedule	MAG Training	Training Halls

As per schedule <b>13:00-15:25</b> 15:35-15:40	MAG Senior Warm-up <b>Senior Men's Team Final</b> Medal Ceremony – Senior Team Champions	Warm-up Hall <b>FOP</b> FOP
<b>Sun. Aug. 12</b> As per schedule Morning <b>10:00-12:55</b> Afternoon <b>14:30-18:30</b> Evening	MAG Junior & Senior Warm-up Judges Briefing – MAG Junior <b>Junior Men's Individual Apparatus Finals &amp; Medal Ceremonies</b> Judges Briefing – MAG Senior <b>Senior Men's Individual Apparatus Finals &amp; Medal Ceremonies</b> MAG Closing Ceremony MAG Farewell Banquet	Warm-up Hall SEC – Carron Suite <b>FOP</b> SEC – Carron Suite <b>FOP</b> FOP TBC
<b>Mon. Aug. 13</b>	<b>Official Departure Day of MAG Delegations</b> Departure of MTC and D1 & D2 Judges	

## 5. PARTICIPATION RIGHT AND ACCREDITATIONS

Senior and Junior gymnasts holding a valid FIG licence until the end of the competitions, and with the correct age from UEG and FIG affiliated Federations in good standings, may take part in these European Championships. An individual is entitled to only one accreditation card. If an individual has several valid "accreditable" functions, the highest function is normally selected and no substitutes may directly benefit from unused accreditations. The functions of judge, team manager and medical staff cannot be combined with any other function. As the ECh seniors and juniors are considered as one event, it is no longer possible to enter the same person in a different function, e.g. as team leader with seniors and coach with juniors. The function of gymnast may only be combined with the function of Head of Delegation. It is forbidden for someone with an accreditation to substitute his/her function with the function of gymnast (Athlete).

### Maximum Delegation Size

All Federations are entitled to participate with either a team composed of 3-5 gymnasts or a maximum of 2 individual gymnasts.

The maximum size of each delegation, together with the number of transferrable access cards (transferable within the official delegation and for the appropriate function), as per UEG Accreditation Directives (2017 Edition) are as follows:

Function	Junior	Senior	Combined
Gymnasts (Athlete)	<b>5</b>	<b>5</b>	<b>10</b>
Head of Delegation	<b>1</b>	<b>1</b>	<b>1</b>
Team Manager	<b>1</b>	<b>1</b>	<b>2</b>
Coach	<b>2</b>	<b>2</b>	<b>4</b>
Additional Coach* (the total number of coaches may not exceed the total number of gymnasts)	<b>2</b>	<b>2</b>	<b>4</b>
Doctor	<b>1</b>	<b>1</b>	<b>1</b>

Physiotherapists	<b>1</b>	<b>1</b>	<b>2</b>
Additional Paramedical Staff *	<b>1</b>	<b>1</b>	<b>2</b>
Judges	<b>1</b>	<b>1</b>	<b>2</b>
Guest or VIP Guest *	<b>2</b>	<b>2</b>	<b>2</b>
<b>Transferable Access Cards to be used in conjunction with the primary accreditation card</b> (the total number of transferable access cards for coaches may not exceed the total number of coaches per discipline)			
<b>Transferrable access cards for the Warm-up Halls and the Field of Play (FOP)</b>			
A certain number of Transferrable Access Cards are allocated to the MF. Such cards may only be used by persons already accredited and must always be used in conjunction with the primary accreditation card. They are only transferable within the MF's official delegation and appropriate function.			
MF's are reminded that that ECh Seniors and Juniors are considered as only one event - this means that only one accreditation is prepared for the ECh. Example – Zone 1 – Coaches MAG Sen+Jun 2 = 2 for both age categories and not 2 for seniors and 2 for juniors.			
	<b>MAG Sen+Jun</b>	<b>WAG Sen+Jun</b>	<b>Mixed MAG+WAG</b>
Transferable Access Card – Zone 1 FOP – Coaches	<b>2</b>	<b>2</b>	<b>4</b>
Transferable Access Card – Zone 1 FOP – Medical Staff	<b>1</b>	<b>1</b>	<b>1</b>
Transferable Access Card – Zone 1 WU – Coaches	<b>3</b>	<b>3</b>	<b>6</b>
Transferable Access Card – Zone 1 WU – Medical Staff	<b>1</b>	<b>1</b>	<b>1</b>
Transferable Access Card – Zone 1 WU – Team Leader MAG and WAG or Head of Delegation	<b>1</b>	<b>1</b>	<b>1</b>

Accreditations with a star (\*) are at the charge of the delegations. The costs of these accreditations are as follows:

Additional Coach	EURO 180
Additional Paramedical Staff	EURO 180
Guest	EURO 180
Presidents of Federations	EURO 200

The cost for additional accreditations must be paid directly to the LOC.

### Accreditation Application Process

THE ONLINE ACCREDITATION SYSTEM WILL BE OPEN FROM 4 APRIL 2018 AND WILL BE CLOSED ON 2 JULY 2018 (**23.59 hrs. BST**).

Each Member Federation (MF) is kindly asked to apply for Accreditation through the LOC (Glasgow 2018 European Championships) Event Management System (EMS) online portal. All the details on how to access the portal and description of the application process will be provided to each MF by the Glasgow 2018 Member Federation Relations team prior to the application process.

Each MF **must also** register on the FIG Database by the stated entry deadlines for Definitive & Nominative entry.



Each MF point of contact will be invited to log in to the Glasgow 2018 EMS online portal where a section will be available to enter accreditation details of each delegation member. This will involve entering personal information (name, date of birth etc.), assigning the correct Job Title (e.g. Athlete, Coach, Doctor) and uploading a photograph which meets the requirements below:

The photograph must follow the same requirements as for a passport:

- It must be in **colour**, should be a recent and an accurate likeness of the applicant and must not have been altered in any way
- It should be a **front view of the applicant's face, head and shoulders (facing forward and looking straight at the camera)**; hats, hair bands or dark glasses must not be worn.
- It should show the full head, without any head covering, unless worn for religious beliefs or medical reasons
- With a neutral expression and with the mouth closed
- With eyes open and clearly visible (no sunglasses or tinted glasses and no hair across the eyes)
- Free from reflection or glare on glasses and frames must not cover eyes (we recommend that, if possible, glasses are removed for the photo)
- No objects, other people or shadows in the photo
- The **background must be plain and light colour, preferably white** but light blue and light grey will be accepted (NO black, dark blue, red etc.)
- Be clear and in sharp focus
- Be taken within the last 6 months

Details should be entered for all participants of the Glasgow 2018 European Championships. This includes applications for accreditation of additional coaches, paramedical staff and guests for whom the MF will assume the participation costs, as described above.

Accreditation applications without a photo will not be accepted and Accreditation cards will not be pre-printed.

All data submitted by MFs via the Glasgow 2018 European Championships (EMS) online portal are subject to UEG's approval and verification.

The UEG Accreditation Rules will be strictly applied, notably as far as the number of accreditation per Federation is concerned. No further accreditations may be issued. Any additional person is considered a spectator and must buy entry tickets.

Accreditation Cards will not be delivered unless all financial and insurance obligations have been successfully completed.

Further details of the Glasgow 2018 Accreditation rules and how these differ from the UEG Accreditation Directives can be found in Appendix B.

## Media Accreditations

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For media representatives as well as Federations' communications staff who are interested in covering the event, information about requesting a media accreditation can be found on the UEG website: <http://www.ueg.org/en/page/view.html?id=116>

## 6. AGE LIMITS OF GYMNASTS

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The age of MAG Juniors in 2018 is age 14 – 18 years old (born 2004-2000)  
The age of MAG Seniors in 2018 is minimum 18 years old (born 2000) or older

Gymnasts who have participated as a senior in World Championships, Continental Championships, World Cup Competitions and Multi-Sport Games may not participate afterwards in junior competitions.

## 7. REGISTRATIONS AND ENTRY FEES

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The registrations must be made only via the FIG online database:  
<https://fig-gymnastics.com/database>

### Definitive Registration

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The definitive registration must be completed by entering the composition of the delegation via the FIG online system (click [here](#)) and by using the National Gymnastics Federations' login (email) and password **from now until 2 May 2018** (until midnight Swiss Time) at the very latest.

### Nominative Registration

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The nominative registration must be completed by entering the compositions of the delegation via the FIG online system (click [here](#)) and by using the National Gymnastics Federations' login (email) and password **from 3 May 2018 until 2 July 2018** (until midnight Swiss Time) at the very latest.

Together with the nominative registration, delegations must complete their accreditation application via the LOC online system. Please see item 5 and Appendix B for further instructions.

### Entry Fees

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**The Entry Fee for this event will be: EUR 150 per gymnast**

To be transferred to UEG Account by 2 July 2018:

Beneficiary	Union Europeenne de Gymnastique
Account	L 5205.70.49 European Union of Gymnastics
Bank	Banque Cantonale Vaudoise Place St-Francois 14, CP 300 1002 LAUSANNE, Switzerland
IBAN	<b>CH05 0076 7000 L520 5704 9</b>
SWIFT/BIC	BCVLCH2LXXX

All bank fees in connection with the bank transfer must be covered. Please state the name of the Federation, the contact person and the payment purpose on the transfer (i.e. 'GBR\_Jsmith\_2018 ART ECH Registration Fees'). **The payment must be made in EUR only.**

Federations which have not fulfilled their financial obligations towards the UEG or FIG (e.g. annual membership fees, unpaid invoices etc.) and the LOC (e.g. hotel accommodation) will not be allowed to participate in these European Championships.

In case of non-participation or partial participation the fee will not be reimbursed.

## Sanctions

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The sanctions are as follows as per UEG/TR (Article 3.2.6)

Definitive entry received after the deadline	EUR 1500.00
Nominative entry received after the deadline	EUR 1000.00
Non-participation of team but participation of individuals ( <i>information given at competition venue</i> )	EUR 1000.00
Non-participation of individuals, no participation at all ( <i>noticed at venue</i> )	EUR 1000.00

## 8. LICENCES

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The LOC will be responsible for checking the validity of the gymnast's Licences. **No gymnasts will be accepted without a valid FIG licence at the deadline of Nominative Registration.** In order to be considered, licence application forms (new or renewal) must be submitted **at least one (1) month prior to the deadline for nominative registration.** Please consult the FIG licence rules ([here](#)) for additional information in this respect.

## 9. JUDGING

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Each National Federation with a team or individual gymnasts for the senior or junior competitions has the obligation to nominate one judge. Each National Federation with teams or individual gymnasts for the senior **and** junior competition has the obligation to nominate two judges.

A participating Federation with an insufficient number of judges or without a judge will have to pay a fine to the UEG as follows:

Requested by UEG	MF comes with	Sanction
2 Judges	1 Judge	EUR 2000.00
2 Judges	0 Judge	EUR 4000.00
1 Judge	0 Judge	EUR 2000.00

All judges must have a current valid FIG brevet and category according to FIG Judges rules at the time of the event.

## 10. DRAWING OF LOTS

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The drawing of lots will decide the starting order of the qualifying competitions and the Apparatus finals. The gymnasts' drawing of lots will take place after the deadline of the Nominative Registration. The exact date, time, and location will be announced in due course by the UEG to the parties concerned which are entitled to be present at the draw.

The subdivisions for the Senior Qualifying Competition for Team and Apparatus Finals will be seeded, i.e. the 12 best teams from the preceding Team Championships will be drawn into the final subdivision.

## 11. COMPETITION FORMAT AND PROGRAMME

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### **Qualification for the 2<sup>nd</sup> European Games 2019 in Minsk**

- 2 non-nominative places for each Senior team ranked 1-6 at the ECh 2018
- The nominative places (individual and medallists) will be allocated from ECh 2019

### Competition Format

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#### **MAG Seniors Qualifying Competition**

A senior team consists of 3-5 gymnasts, of which 3 compete on each apparatus. The scores obtained are added and make the team total result. The National Federation nominates the team for each apparatus.

It is possible to participate with individual gymnasts, if a National Federation does not have a sufficient number of gymnasts for a full team.

#### **MAG Junior Qualifying Competition**

A junior team consists of 3-5 gymnasts, of which 4 compete on each apparatus. The 3 best scores on each apparatus are added together to make the team total result. The National Federation nominates the team for each apparatus.

It is possible to participate with individual gymnasts, if a National Federation does not have a sufficient number of gymnasts for a full team.

The results from the Qualifying competition will determine the Junior European Artistic Gymnastics Team Champions 2018 and the All-Around Junior European Artistic Gymnastic Champion 2018.

There will be no separate Junior All-Around final at the 2018 European Championships.

#### **MAG Seniors & Juniors - Apparatus Finals**

The 8 highest ranked gymnasts for senior and junior on each apparatus in the Qualifying Competition will qualify for the corresponding apparatus finals.

A maximum of 2 gymnasts per National Federation will be allowed in the finals. For the apparatus finals, there will be 3 reserve gymnasts per apparatus.

#### **MAG seniors – Team Final**

The 8 best teams from the Qualifying Competition will participate in the Team Final. The working order for Team Final will be in accordance with the FIG TR art. 5.1.7.4

The provisional training, warm-up and competition schedules will be included in the Work Plan.

## Competition Programme

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At these European Team Championships the following will be implemented:

- A spectacular 224m<sup>2</sup> LED screen (known as the “Mega Wall”) will be installed behind the Field of Play. The “Mega Wall” will be used not only to enhance each segment of the event experience for gymnasts, officials and in-venue and broadcast spectators, but also sports presentations and venue entertainment (Appendix D)
- The Judges’ panels and the Apparatus Supervisor will sit in line outside the Field of Play (Appendix D)
- The Floor Exercise Line Judges will be removed from the Field of Play (podium) and be seated at each end of the Floor Exercise Judges’ panels and the Apparatus Supervisor outside the Field of Play. They will be supported by a video system. The Line Judges will determine an out of bounds by viewing:
  - The front and side lines directly by watching the floor (not through the monitor)
  - The back line through the video monitors with two cameras placed one on each side
  - The video system will not offer a replay for the judges
- While no flags will be used to register out of bounds, a red light placed centrally to the line on each side of the floor podium will be activated to alert coaches, gymnasts and the crowd of a line penalty. The red light will stay on for three seconds
- The vault line judge will be seated on an elevated platform behind the Vault Podium. There will be no special video system for Vault line judging. A red light placed on the edge of the podium will be used to show out of bounds. The red light will stay on for 3 seconds
- The MAG Apparatus Podiums will be positioned on the Field of Play as indicated in Appendix D
- The judges will be seated prior to the commencement of gymnasts’ sport presentation
- The groups, teams or individual gymnasts will be announced by the speaker as they come onto the stage. After they have been announced, they will make their way across the arena to the foot of the podium steps for their apparatus. When all groups, teams or individual gymnasts have arrived at their podium, a signal will be given for them to either go up onto the podium together and commence their touch warm up for CI, and CIV (as per FIG Rules) or begin their competition individually for CIII
- At the commencement and conclusion of their exercise, the gymnasts will present themselves and acknowledge the D judge
- As the gymnasts march to their next apparatus, the focus will be on audience entertainment
- Podium training will replicate the competition environment for the gymnasts and officials involving any deviation from the standard presentation
- Whilst the Federations' flags will not permanently be displayed within the venue, they will be used in the following aspects of the Championships:
  - The Opening Ceremony will feature the flags of all competing Federations through the “Parade of Flags”
  - As part of the pre-show for each Competition Session, a specially commissioned digital animation/film on the 'Mega Wall' will celebrate all competing Federations and their flag
  - During the Finals, the flags of all competing Teams and Gymnasts will be displayed on the 'Mega Wall' as part of the Gymnasts' Entrance to the Field of Play
  - Physical Flags will be utilised as normal for victory ceremonies

## 12. PUBLICITY

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UEG and FIG advertising and publicity norms must be respected.

As the Code of Points foresees deductions should the UEG/FIG rules for Advertising and Publicity on attire and equipment not be respected, each Federation may fill in the online FIG Publicity form (FIG Rules for Advertising and Publicity Appendix E for men) if deemed necessary by 2 June 2018 at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under "Rules – Publicity" for additional information, you may also contact [info@ueg.org](mailto:info@ueg.org) for further assistance if required.

## 13. EQUIPMENT

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The Manufacturer Supplier will be Gymnova. While the colour of the Floor Exercise mat will be white, please refer to Appendix A for the complete List of Apparatus which will be used, including the certified product names and article numbers.

## 14. VISA

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Please verify immediately with the British Embassy or Consulate in your country if a visa is required for your travel to the United Kingdom. The LOC will be happy to assist each Delegation member with an official invitation letter, provided the request is made via [Glasgow2018Gymnastics@glasgow.gov.uk](mailto:Glasgow2018Gymnastics@glasgow.gov.uk) as soon as possible but no later than 15 June 2018.

It is also recommended that delegations specify that a visa is required in the "Special request" section of the EMS when booking accommodation.

The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to.

General visa information for the United Kingdom can also be obtained as follows:  
<https://www.gov.uk/standard-visitor-visa>

## 15. TRANSPORTATION

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### International Transportation

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The invited participating Federations must pay for the travel costs of their delegation members. The official arrival hub is Glasgow International Airport (GLA).

All delegations will be required to upload arrivals and departures information onto the LOC Event Management System (EMS) by 2 July 2018.

### Local Transportation

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Accredited delegations who will:

- stay at one of the official hotels and

- book their accommodation through Glasgow 2018 via the Glasgow 2018 Event Management System (EMS) **and**
- upload arrival and departure information onto the **Glasgow 2018 EMS by 2 July 2018 (until 23:59 BST)** at the latest

Will be provided with local transportation transfers from Glasgow International Airport (GLA) to their delegations hotel and return. This service will be organised by the LOC. There will be no training or competition transport due to the close proximity of the hotels to the training and competition venue, with a maximum walking time of 10 minutes from accommodation sites. Please refer to the accommodation site plan for further details. Walking routes will be communicated to all Member Federations (MFs) at the hotels.

Should any member of your Federation have accessibility requirements, please advise of this at the time of booking in the EMS, under special requests and the Member Federation Relations team will be in contact to discuss arrangements.

MFs who do not stay at one of the official hotels, do not book their accommodation through Glasgow 2018 and do not upload arrival and departure information onto the Championships EMS will not be entitled to arrival and departure transfers.

Accredited delegations will receive free transportation from the accommodation/competition venue to attend any official Glasgow 2018 functions, if required.

## 16. ACCOMMODATION

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The LOC is delighted to provide the UEG and MFs with the following selection of hotels.  
**Note: The cost of twin rooms is based on two people sharing and twin room compositions will vary depending on the hotel.**

### Official Hotel for UEG and Delegations

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#### **Crowne Plaza – Category I**

Congress Road, Glasgow, G3 8QT  
[Hotel Website](#)



This hotel is located on the Scottish Event Campus (SEC) and features an internal corridor direct to the training and competition venue.

The costs per person per night in the Crowne Plaza are as follows:

**GBP 140.00** (single room, including breakfast)

**GBP 82.50** (twin room, including breakfast)

## Official Hotel for Technical Officials

### Premier Inn, Pacific Quay – Category II

Pacific Drive, Glasgow, G51 1DZ

[Hotel Website](#)



The costs per person per night in the Premier Inn are as follows:

**GBP 125.00** (single room, including breakfast)

**GBP 75.00** (twin room, including breakfast)

Note: Twin rooms will feature 1 x double bed and 1 x single sofa bed.

## Official Hotel for Delegations

### Village Hotel – Category I

7 Festival Gate, Glasgow, G51 1DB

[Hotel Website](#)



The costs per person per night in the Village Hotel are as follows:

**GBP 140.00** (single room, including breakfast)

**GBP 82.50** (twin room, including breakfast)

### Radisson Red – Category I

25 Tunnel Street, Glasgow, G3 8HL

[Hotel Website](#)



The costs per person per night in the Radisson Red are as follows:

**GBP 140.00** (single room, including breakfast)

**GBP 82.50** (twin room, including breakfast)

### Hilton Garden Inn – Category II

Finnieston Quay, Glasgow, G3 8HN

[Hotel Website](#)



The costs per person per night in the Hilton Garden Inn are as follows:

**GBP 125.00** (single room, including breakfast)

**GBP 75.00** (twin room, including breakfast)



### Campanile Hotel – Category III

10 Tunnel Street, Glasgow, G3 8HL

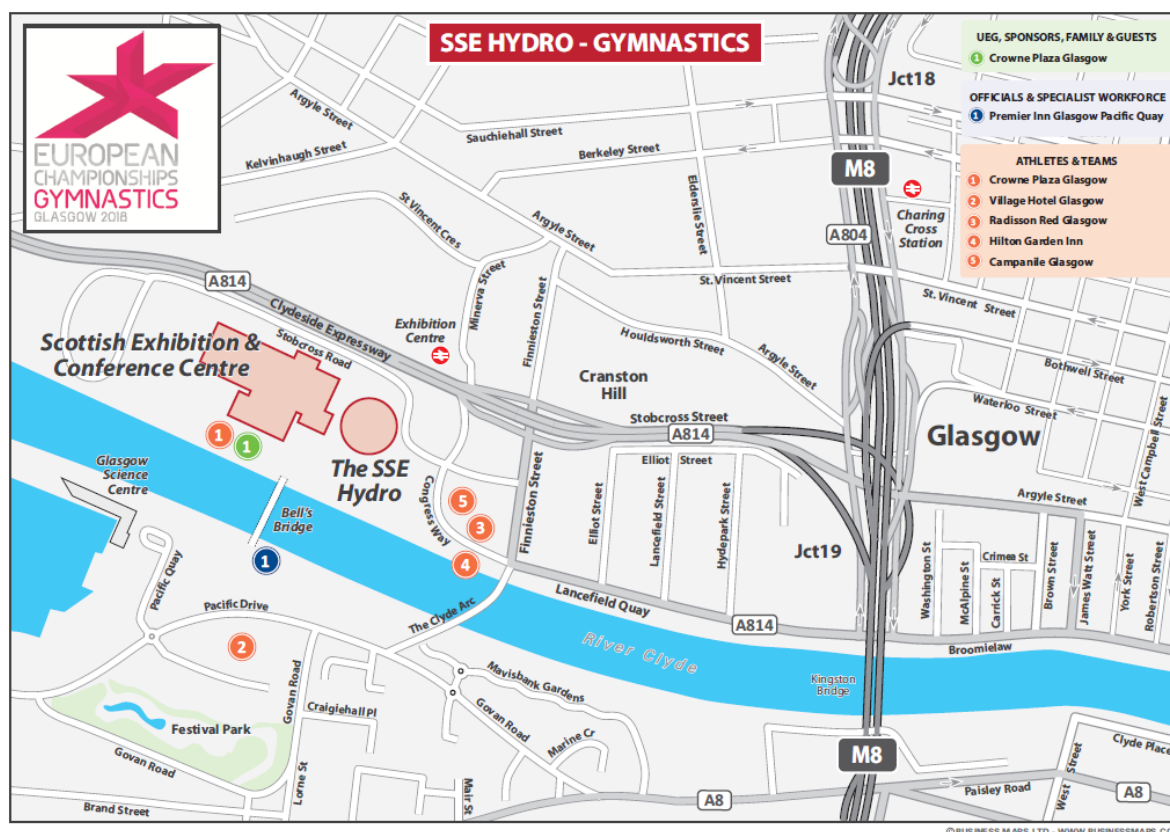
[Hotel Website](#)



The costs per person per night in the Campanile Hotel are as follows:

**GBP 115.00** (single room, including breakfast)

**GBP 67.50** (twin room, including breakfast)



Hotel	Distance to Competition Hall Warm-up Hall & Training Halls	Gym	Pool	Free Wi-Fi	LOC Transport
Crowne Plaza	6 minute walk (0.5km)	X	X	X	
Village Hotel	10 minute walk via foot bridge (1.1km)	X	X	X	
Radisson Red	8 minute walk (0.65km)	X		X	
Hilton Garden Inn	8 minute walk (0.65km)	X		X	
Premier Inn	10 minute walk via foot bridge (0.8km)			X	
Campanile	8 minute walk (0.7km)			X	

*Note: Distances are based on routes from Google Maps*

## Reservations

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The following steps must be followed to book the official hotels:

- Each Federation will be sent individual login details by the Member Federations Team, on Wednesday 31<sup>st</sup> January 2018. MFs should then log into Glasgow 2018 EMS and select the preferred accommodation. This is required by **2 May 2018, 23:59hrs (BST)** at the very latest.
- Upload the rooming list to the Glasgow 2018 EMS by **2 July 2018, 23:59hrs (BST)** at the very latest.

Affiliated MFs should request their accommodation as a matter of priority as rooms are limited and will be allocated strictly on a first come first served basis via the EMS. If Federations have specific requirements they should contact the LOC.

Once MFs have requested their hotel preferences, the Championships Accommodation Team will send an email confirming receipt of the hotel request. This will be followed by an email from CSE, our accommodation partner, with the MF invoice based on 50% of the total value of the delegation's accommodation, including meal packages (see item 17) if applicable. MFs then have 10 working days to pay the invoice or the accommodation request will be cancelled in the system and the booking will be required to be completed from the beginning again. The hotel request will only be confirmed by the Accommodation Team once deposits are received.

CSE are the official accommodation partner of the Glasgow 2018 European Championships therefore all accommodation and meal payments will be made directly to CSE and not Glasgow 2018.

Please be advised that changes can be made to a booking at no cost until **2 May 2018** in line with the cancellation terms and conditions. Any changes will be deducted from the final balance due if applicable.

All Technical Officials should be booked into the Official Judge Hotel, Premier Inn Pacific Quay.

A full guide to using the EMS can be found in Appendix C.

## 17. MEALS

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### Reservations

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Delegations can book lunch and dinner via Glasgow 2018 however it is not compulsory and delegations are free to make their own arrangements to eat at their own expense.

Meals reservations for the delegation can be made in advance by requesting on the Glasgow 2018 EMS at the time of booking accommodation. Meal reservations must be made by **2 May 2018 (23.59 hrs. UK Time)** at the very latest.

Please note breakfast will be included in the price of each of the official hotels and will be served each day in the respective hotel; serving times will be confirmed in the Work Plan.

Meal packages cannot be purchased on site.

## Arrangements

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### **Glasgow 2018 meal arrangements are as follows:**

For MFs who book their accommodation with lunch and dinner included for the entirety of their stay, Glasgow 2018 will provide lunch and dinner each day in their hotel restaurant unless otherwise specified. Meal service times will be confirmed in the Work Plan.

Please be aware that MFs cannot pre-book individual days, meal packages must be booked for the duration of the stay and cannot be booked on site.

The cost of the meal package is £40.00 per day and will be served buffet style. Delegations will be invoiced for meal packages along with accommodation reservations.

During the MAG and WAG Podium Trainings and Qualifying competitions (C-I) only, the MAG and WAG Judges drawn to judge in CI will receive a meal from the LOC at the Competition Hall.

During Podium Training Days, MAG and WAG Judges not drawn to judge in CI will have to purchase a meal via their Federation and eat either in the Judge's Hotel or in the SEC Venue. Further information regarding breaks and meal times during Podium Trainings and CI will be given at the judges' instructions. Lunch and Dinner will be served in the Crowne Plaza for all judges who stay in the Premier Inn and purchase a meal plan.

### **Cancellation Policy for Rooms and Meals**

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- Cancellations are accepted until 23:59hrs (BST), 2 May 2018 without any penalties
- From 3<sup>rd</sup> May to 23:59hrs (BST) 31 May 2018: 50% of the total amount of the cancellation will be charged
- From 1<sup>st</sup> June – 23:59hrs (BST) 2 July: 75% of the total amount of the cancellation will be charged
- From 3 July 2018 onwards: no refund

### **Accommodation Payment**

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All teams will be invoiced for the payment of accommodation and meals. Payment should be transferred into the CSE (Accommodation Partner) account detailed below.

To be transferred to CSE Account by the deadline stated on the invoice:

Beneficiary	Corporate Sporting & Events Management Ltd.
Account	10924775
Bank	Yorkshire Bank 14 Broadway Bradford BD1 1EZ UK
IBAN	<b>GB83YORK05030310924775</b>
SWIFT/BIC	YORKGB22
Reference	Please use the reference stated on your invoice

All bank fees in connection with the bank transfer must be covered. **The payment must be made in GBP** only.

## Farewell Banquet

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Accredited Delegation members (with the exception of E- and R- media), who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Banquet. All other persons wishing to attend the Banquet will be entitled to do so, provided that a request is sent to the LOC by emailing [Glasgow2018Gymnastics@glasgow.gov.uk](mailto:Glasgow2018Gymnastics@glasgow.gov.uk) by 2<sup>nd</sup> July 2018, requesting the number of tickets required. The cost will be confirmed at a later date in a separate communication to MFs.

## 18. INSURANCE

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The Host Federation, the LOC, the UEG and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The FIG Technical Regulations/UEG Medical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for **all the members of their Delegation**.

Upon arrival in Glasgow each Delegation must provide a copy of their insurance policy to the LOC which will then be copied and filed. Delegation members with insufficient insurance cover **must inform the LOC in advance** but by no later than 2 July 2018.

The LOC will subsequently offer insurance at the Federations own charge as follows:  
**10 GBP** per person per day.

## 19. WORK PLAN

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The Work Plan will be sent to all participating Federations at least six weeks prior to the start of the competitions.

## 20. MEDICAL SERVICES

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All information will be included in the Work Plan.  
Doping controls will be made as per the Doping Control Regulations of FIG and WADA.

## 21. SUMMARY OF DEADLINES AND PAYMENTS

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For the UEG

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Online Registration (FIG Database)		
Items	Opening Date	Closing Date
Definitive Registration	Now	2 May 2018
Nominative Registration	3 May 2018	2 July 2018
Payment to UEG		
Items	Opening Date	Closing Date
Registration Fee	Now	2 July 2018

For the LOC

LOC Event Management System		
Items	Opening Date	Closing Date
Accommodations by Numbers	31 Jan 2018	2 May 2018
Meal Reservation	31 Jan 2018	2 May 2018
Travel Schedule (Arrivals)	4 April 2018	2 July 2018
Travel Schedule (Departures)	4 April 2018	2 July 2018
Accommodations by Name	4 April 2018	2 July 2018
Accreditation	4 April 2018	2 July 2018
Farewell banquet (if applicable)	Now	2 July 2018

Written Request to LOC		
Items	Opening Date	Closing Date
Visa Request (not compulsory)	Now	2 July 2018
Insufficient Insurance Cover	4 April 2018	2 July 2018
Guest Accreditations (as allowed in UEG Accreditation Directives)	4 April 2018	2 July 2018

Payment to LOC		
Items	Opening Date	Closing Date
Accommodation costs & Meal Plan (if any) first 50%	Now	2 May 2018
Insurance Payment	4 April 2018	2 July 2018
Accreditations at the charge of the Delegations	4 April 2018	2 July 2018
Accommodation costs & Meal Plan (if any) last 50%	3 May 2018	2 July 2018

Sincerely Yours,

Jane Allen, CEO



Glasgow, GBR 12 January 2018

**Place and Date**

**Stamp**

.....  
**Signature of President or Secretary  
General of the Organising Member  
Federation**