



**Union Européenne de Gymnastique**

**8<sup>th</sup> European Men's and Women's Artistic  
Gymnastics Individual Championships**



**Szczecin, POL  
10 - 14 April 2019**

**Directives**

FIG Event ID: 15996

Dear President

The Union Européenne de Gymnastique (UEG) is pleased to herein provide you with the Directives for the 8<sup>th</sup> UEG Artistic Gymnastics European Championships, to be held in Szczecin (POL) from 10–14 April 2019.

These Individual 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, FIG Advertising and Publicity Rules, FIG Rules for Sanctioning (approval) of International Events and the UEG Accreditation Directives, FIG Code of Ethics 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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Union Européenne de Gymnastique (UEG)  
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

**Żegluga Szczecińska Turystyka Wydarzenia Sp. z o.o.**

Ul. Wendy 8  
70-655 Szczecin  
Email: [Leopold.korytkowski@zstw.szczecin.pl](mailto:Leopold.korytkowski@zstw.szczecin.pl)  
[info@ecszczecin2019.eu](mailto:info@ecszczecin2019.eu)  
Website: [www.ecszczecin2019.eu](http://www.ecszczecin2019.eu)



Żegluga Szczecińska  
Turystyka Wydarzenia s.p.a.

Facebook <https://www.facebook.com/ecszczecin2019/>  
Instagram: <https://www.instagram.com/ecszczecin2019/>  
Twitter: <https://twitter.com/ECSzczecin2019>

### HOST FEDERATION

**Polish Gymnastic Association**

Ratuszowa 11, 03-450 Warszawa  
Phone: +48 570 990 303; +48 794 408 565  
Email: [kontakt@pzg.pl](mailto:kontakt@pzg.pl)  
Website: [www.pzg.pl](http://www.pzg.pl)



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

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<b>Competition Hall</b>	<b>Netto Arena</b> Ul. Szafera 3 /5/ 7 71-245 Szczecin, Poland Norbert Rokita <a href="mailto:norbert.rokita@arenaszczecin.pl">norbert.rokita@arenaszczecin.pl</a>  Venue capacity: 3.300 Seats
<b>Warm-up Hall</b>	<b>Netto Arena Szczecin</b> Ul. Szafera 3 /5/ 7 71-245 Szczecin, Poland
<b>Training Halls</b>	<b><u>WAG Training Hall</u></b>  <b>KIA POLMOTOR Arena</b> aleja Wojska Polskiego 127, 70-490 Szczecin  <b><u>MAG Training Hall</u></b>  <b>ZUT Sports Hall</b> Tenisowa 33, 70-001 Szczecin

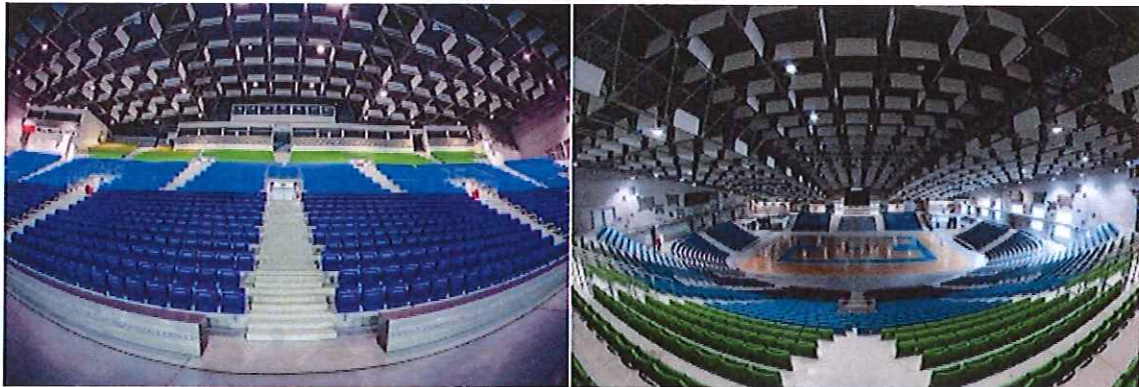


Pictures of the Halls

**Netto Arena – outside**



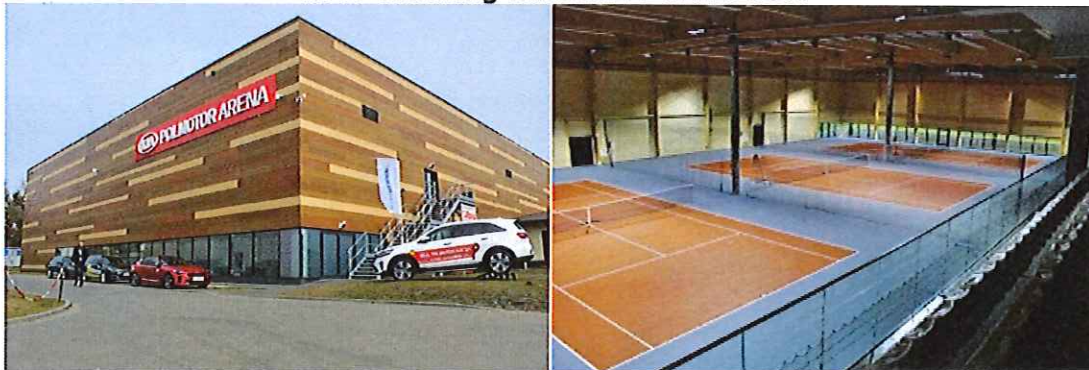
**Netto Arena – inside**



**MAG Training Hall Hall ZUT ul. Tenisowa**



**WAG Training Hall KIA POLMOTOR**



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

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<b>Friday the 5<sup>th</sup> of April 2019</b>	
All day	Arrival MTC and UEG Staff
<b>Saturday the 6<sup>th</sup> of April 2019</b>	
All day	Official arrival day - delegations
All day	Arrival UEG/WTC
All day	Arrival MAG judges
from 16:00 on	Training on request
<b>Sunday the 7<sup>th</sup> of April 2019</b>	
All day	Official arrival day - delegations
All day	Arrival WAG judges (and UEG/WTC)
TBD	MAG Judges' instruction E-Jury / Draw
TBD	MAG Judges' instruction D-Jury
08:00-21:00	Trainings according to the schedule
<b>21:00</b>	<b>Orientation meeting</b>
<b>Monday the 8<sup>th</sup> of April 2019</b>	
08:00-21:00	Trainings according to the schedule
09:30	MAG Judges' briefing
15:00-18:00	WAG Judges' instruction and Draw
<b>10:30-19:10</b>	<b>MAG podium training</b>
<b>Tuesday the 9<sup>th</sup> of April 2019</b>	
08:00-21:00	Trainings according to the schedule
09:30	WAG Judges' briefing
<b>10:00-20:30</b>	<b>WAG podium training</b>
<b>Wednesday the 10<sup>th</sup> of April 2019</b>	
08:00-21:00	Trainings according to the schedule
09:00	MAG Judges' briefing
<b>10:00-19:40</b>	<b>MAG qualification</b>
TBD	Opening ceremony
<b>Thursday the 11<sup>th</sup> of April 2019</b>	
08:00-21:00	WAG Trainings according to the schedule MAG Trainings on request
09:30	WAG Judges' briefing
<b>10:00-20:30</b>	<b>WAG qualification</b>



<b>Friday the 12<sup>th</sup> of April 2019</b>	
10:00-17:00	Trainings on request
12:00	MAG Judges' briefing
<b>13:00-15:45</b>	<b>MAG All-Around final</b>
16:30	WAG Judges' briefing
<b>17:30-19:30</b>	<b>WAG All-Around final</b>
<b>Saturday the 13<sup>th</sup> of April 2019</b>	
10:00-13:00	Trainings on request
12:00-13:00	Warm-up in the competition hall, and on request
12:00	MAG Judges' meeting and Draw
12:30	WAG Judges' briefing
<b>13:30-16:00</b>	<b>Apparatus Finals – day 1:</b> <ul style="list-style-type: none"> <li>• <b>MAG – floor, pommel-horse and rings.</b></li> <li>• <b>WAG – vault and uneven bars.</b></li> </ul>
<b>Sunday the 14<sup>th</sup> of April 2019</b>	
12:00-13:00	Warm-up in the competition hall
12:00	MAG Judges' meeting and Draw
12:30	WAG Judges' briefing
<b>13:30-16:00</b>	<b>Apparatus Finals – day 2:</b> <ul style="list-style-type: none"> <li>• <b>MAG – vault, parallel bars and high bar.</b></li> <li>• <b>WAG – beam and floor.</b></li> </ul>
<b>Monday the 15<sup>th</sup> of April 2019</b>	
All day	Departure participants

## 5. PARTICIPATION RIGHT AND ACCREDITATIONS

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Senior 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 the access zones of the functions are cumulated. No substitutes may directly benefit from unused accreditations. The functions of judge and gymnast cannot be combined with any other function, except for gymnast who can also act as Head of Delegation.

### Maximum Delegation Size

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The maximum size of each delegation, as per UEG Accreditation Rules, is as follows:

Function	MAG	WAG	Combined
Gymnasts	6	4	10
Head of Delegation	1	1	1
Team leader	1	1	2
Coaches	3	3	6
Doctor	1	1	1
Physiotherapists	1	1	2
Judges (for delegations with 1-2 gymnasts)	1	1	2
Judges (for delegations with 3-6 MAG and 3-4 WAG gymnasts)	2	2	4
Guest or VIP Guest	2	2	2

Additional accreditations are at the charge of the delegations. The costs of these accreditations are as follows:

Additional Coach	EURO 120
Additional Paramedical Staff	EURO 120
Guest	EURO 120
Presidents of Federations	EURO 150

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

### Accreditation Application Process

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Each National Federation (NF) is kindly asked to apply for Accreditation through the LOC online portal. All the details on how to access the portal and description of the application process will be provided to each NF by the LOC prior to the application process.

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

Each NF will be invited to log in to the LOC online accreditation 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)
- 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 2019 European Championships **until no later than 31.03.2019**. This includes applications for accreditation of additional coaches, paramedical staff and guests for whom the NF 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 NFs via the LOC online portal are subject to UEG's approval. 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.

## Media Accreditations

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Media representatives as well as Federations' communications staff who are interested in covering the event can register online at: <https://media.fig-gymnastics.com>.

## 6. AGE LIMITS OF GYMNASTS

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WAG Seniors: 16 years old (born 2003) or older

MAG Seniors: 18 years old (born 2001) or older



## 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 **until 15 January 2019** (until 23:59 Swiss time) at the very latest.

According to the UEG Technical Regulations, the nominative registration of the judges is to be sent together with the definitive registration of the delegation members.

As the online registration tool does not allow to insert the nominative information of the judges at the time of the definitive registration, we kindly ask you to fill in the enclosed judges' form and to send it back to the UEG by the definitive registration deadline: **15 January 2019**.

### 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 **until 13 March 2019** (until 23:59 Swiss time) at the very latest.

Together with the nominative registration, delegations must complete their accreditation application via the LOC online system.

### 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 **13 March 2019**:

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 and the payment purpose on the transfer (i.e. 'POL \_2019 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 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 accredited without a valid FIG licence.**

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 participating National Federation has the obligation to nominate judges in accordance with the number of gymnasts (see section 5).

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	NF 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.



## 11. COMPETITION PROGRAMME & FORMAT

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

- 18 nominative places for All-Around Individuals ranked 1-18
- 18 nominative places for Apparatus final medallists

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

- 18 nominative places for All-Around Individuals ranked 1-18
- 12 nominative places for Apparatus final medallists

These qualifications will be in accordance with the "EG Minsk 2019 Gymnastics Qualification System V4 March 2018" document available on the UEG website under European Games.

### Competition Format

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#### **MAG – Qualifying Competition**

Each NF can enter 6 MAG gymnasts; a maximum of 4 MAG gymnasts per apparatus can participate.

#### **WAG – Qualifying Competition**

Each NF can enter 4 WAG gymnasts; all 4 WAG gymnasts per apparatus can participate.

#### **MAG & WAG – Individual All Around Final**

The 24 gymnasts with the highest ranking obtained in the qualifying competition are qualified for the Individual All Around Final. A maximum of 2 gymnasts per National Federation are allowed. 3 reserve gymnasts will be designated.

#### **MAG & WAG – Apparatus Finals**

The 8 highest ranked gymnasts in the qualifying competition per apparatus will qualify for the Apparatus Finals. A maximum of 2 gymnasts per National Federation are allowed.

3 reserve gymnasts for each final are designated.

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

## 12. PUBLICITY

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FIG advertising and publicity rules must be respected.

As the Code of Points foresee deductions should the 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 and send it to the UEG by 13 March 2019 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 Spieth. Please refer to Appendix A for the complete List of Apparatus which will be used, including the certified product names and article numbers. (List will follow soon)

## 14. VISA

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Please verify immediately with your travel agent or the Polish Embassy or Consulate in your country if a visa is required for your travel to Poland. The Organising Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made until **15.02.2019** to the LOC.

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.

## 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 airports are: Berlin Tegel / Berlin Schoenefeld / Szczecin Goleniow Airport.

The Travel Schedule Form must be returned to the LOC until **13.03.2019**.

### Local Transportation

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Delegations booking accommodation through the LOC and returning their Travel Schedule Form in time will be offered free transport:

- From Berlin Tegel / Berlin Schoenefeld / Szczecin Goleniow Airport to the competition venue or hotel and back
- From their hotels to the competition venue and back

Delegations not booking their accommodation through the LOC will be offered transport from the official airports and back for the following price/person:

- Berlin Tegel: x 50 € per persons (round-trip)
- Berlin Schoenefeld x 50 € per persons (round-trip)
- Szczecin Goleniow x 30 € per persons (round-trip)

For those delegations that have not booked the accommodation package through the organiser, please contact Katarzyna Stachow [accommodation@ecszzecin2019.eu](mailto:accommodation@ecszzecin2019.eu)

## 16. ACCOMMODATION

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The LOC is delighted to provide the UEG and NFs with the following selection of hotels.

Hotel category prices are per night/per person (including breakfast, VAT, final banquet, airport transfer from Berlin Tegel / Berlin Schoenefeld / Szczecin Goleniow Airport and daily shuttle transfer from the official hotel in the area of Szczecin to the competition hall).



## Official Hotels

### **Radisson Blu Hotel, Szczecin (\*\*\*\*) – Category I**

address: Plac Rodła, 10 PL-70419 Szczecin Poland  
tel.: +48 913 595595  
website: <https://www.radissonblu.com/en/hotel-szczecin>



#### Single (per room)

BB (breakfast) – 140 €  
HB (breakfast and dinner) – 155 €  
FB (breakfast, lunch and dinner) - 170 €

#### Double (per room):

BB (breakfast) – 240 €  
HB (breakfast and dinner) - 270 €  
FB (breakfast, lunch and dinner) - 300 €

### **Hotel Dana Business and Conferences (\*\*\*\*) – Category I**

address: Aleja Wyzwolenia 50, 71-500 Szczecin  
tel: +48918207700, +48918207705, +48503031148  
website: <https://www.hoteldana.pl/en/>



#### Single (per room)

BB (breakfast) – 140 €  
HB (breakfast and dinner) – 155 €  
FB (breakfast, lunch and dinner) - 170 €

#### Double (per room):

BB (breakfast) – 240 €  
HB (breakfast and dinner) - 270 €  
FB (breakfast, lunch and dinner) - 300 €

### **Novotel Szczecin Centrum Hotel (\*\*\*\*) – Category I**

address: Aleja 3 Maja 31, 70-125 Szczecin  
tel: +48 914801806

website:

<https://www.accorhotels.com/gb/hotel-3367-novotel-szczecin-centrum>



#### Single (per room)

BB (breakfast) – 130 €  
HB (breakfast and dinner) – 145 €  
FB (breakfast, lunch and dinner) - 160 €

#### Double (per room):

BB (breakfast) – 200 €  
HB (breakfast and dinner) - 230 €  
FB (breakfast, lunch and dinner) - 260 €



### **Park Hotel Business & Pleasure (\*\*\*\*) - Category I**

address: Ul. Plantowa 1, 70-527 Szczecin  
tel: +48 91 434 00 50, +48 667 08 44 40

website: <http://www.parkhotel.szczecin.pl/en/>



#### Single (per room)

BB (breakfast) – 365 €  
HB (breakfast and dinner) – 380 €  
FB (breakfast, lunch and dinner) - 400 €

#### Double (per room):

BB (breakfast) – 470 €  
HB (breakfast and dinner) - 500 €  
FB (breakfast, lunch and dinner) - 530 €

### **Focus Hotel Szczecin (\*\*\*) – Category II**

address: ul. Małopolska 23, 70-515 Szczecin  
tel.+48 9143305 00

website: <http://www.focushotels.pl/szczecin,2.html?lang=en>



#### Single (per room)

BB (breakfast) – 115 €  
HB (breakfast and dinner) – 130 €  
FB (breakfast, lunch and dinner) - 145 €

#### Double (per room):

BB (breakfast) – 170 €  
HB (breakfast and dinner) - 200 €  
FB (breakfast, lunch and dinner) - 230 €

### **Hotel Vulcan (\*\*\*) – Category II**

address: ul. Franciszka Ksawerego Druckiego-Lubeckiego 6a,  
71-643 Szczecin  
tel.: +48 667 700 931; +48 515 737 644;  
web.site: [www.hotel-vulcan.pl](http://www.hotel-vulcan.pl)



#### Single (per room)

BB (breakfast) – 110 €  
HB (breakfast and dinner) – 125 €  
FB (breakfast, lunch and dinner) - 140 €

#### Double (per room):

BB (breakfast) – 160 €  
HB (breakfast and dinner) - 190 €  
FB (breakfast, lunch and dinner) - 220 €



### Ibis Hotel Szczecin (\*\*\*) – Category III

address: ul. Dworcowa 16, 70-206 Szczecin  
tel: [\(+48\)91/4801805](tel:+48914801805)



website:

<https://www.accorhotels.com/gb/hotel-3369-ibis-szczecin-centrum/index.shtml>

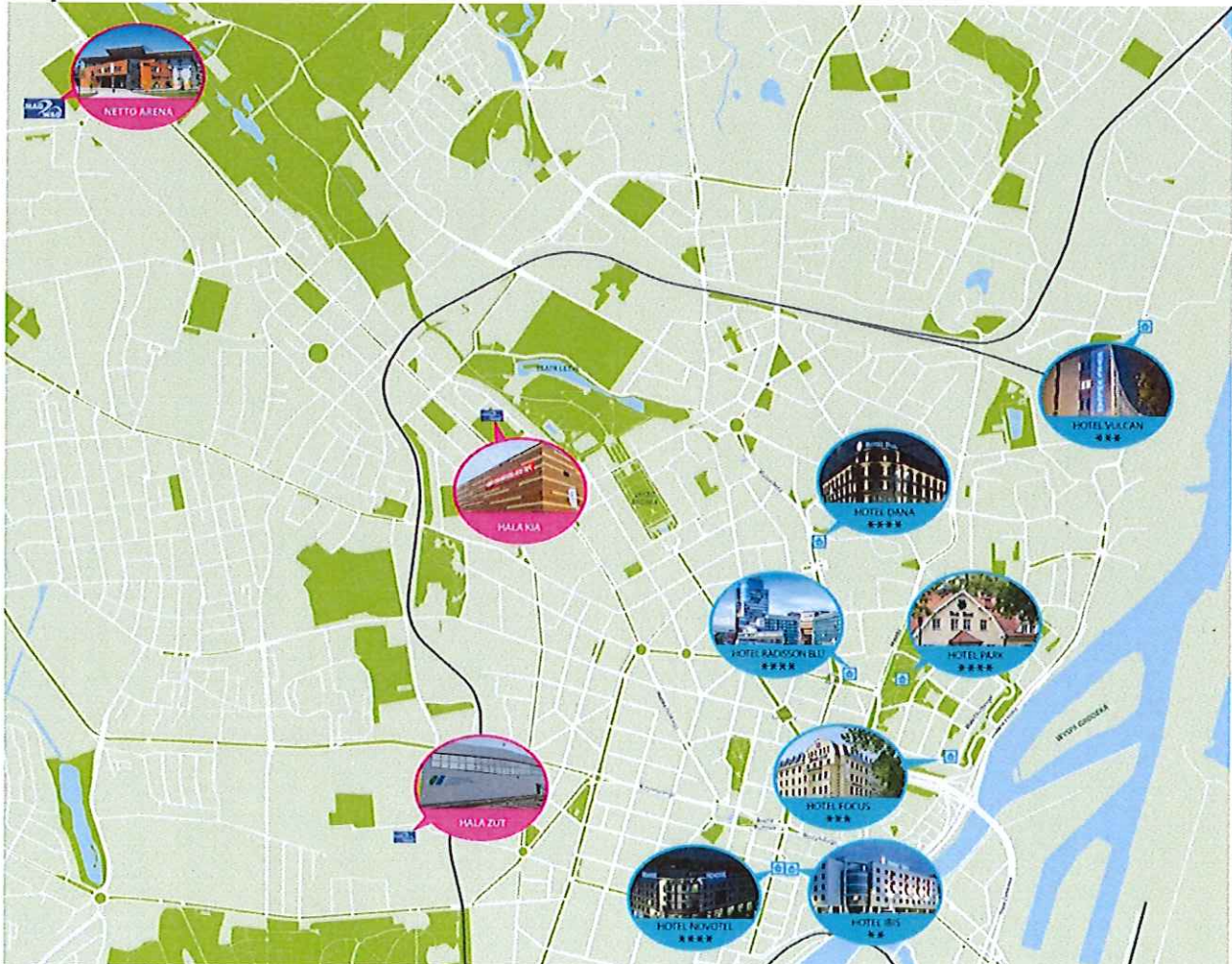
Single (per room)

- BB (breakfast) – 100 €
- HB (breakfast and dinner) – 115 €
- FB (breakfast, lunch and dinner) - 130 €

Double (per room):

- BB (breakfast) – 140 €
- HB (breakfast and dinner) - 170 €
- FB (breakfast, lunch and dinner) - 200 €

### Map of hotels:



Hotel	Distance to Competition Hall Warm-up Hall & Training Halls	Gym	Pool	Free Wi- Fi	LOC Transport
<b>Radisson Blu Hotel, Szczecin</b>	<u>to the venue:</u> 5,8 km (1h13 min. walk) 6km (16 min. by car) <u>to MAG training hall:</u> 3 km (38 min. walk), 4,2 km (14 min. by car) <u>to WAG training hall:</u> 2,7 km (34 min. walk), 3,4 (11 min. by car)	+	+	+	+
<b>Hotel Dana Business and Conferences</b>	<u>to the venue:</u> 5,1 km (1h walk), 7,1 km (15 min. by car) <u>to MAG training hall:</u> 3,1 km (40 min. walk), 4,3 km (14 min. by car) <u>to WAG training hall:</u> 2,2 (29 min. walk) , 3,2 km (8 min. by car)	-	-	+	+
<b>Novotel Szczecin Centrum Hotel</b>	<u>to the venue:</u> 5,8 km (1h 14min. walk), 8,5 km (16 min. by car) <u>to MAG training hall:</u> 2,9 km (37 min. walk), 3,9 (12 min. by car) <u>to WAG training hall:</u> 2,2 (29 min. walk) , 3,0 km (10 min. by car)	+	+	+	+
<b>Park Hotel Business &amp; Pleasure</b>	<u>to the venue:</u> 6,0 km (1h 16min. walk), 7,5 km (16 min. by car) <u>to MAG training hall:</u> 3,0 km (39 min. walk), 3,9 (12 min. by car) <u>to WAG training hall:</u> 3,2 km (42 min. walk) , 4,6 km (15 min. by car)	-	+	+	+
<b>Focus Hotel Szczecin</b>	<u>to the venue:</u> 6,3 km (1h 19min. walk), 6,6 km (16 min. by car) <u>to MAG training hall:</u> 3,3 km (42 min. walk), 4,2 (15 min. by car) <u>to WAG training hall:</u> 3,3 km (42 min. walk) , 4,7 km (12 min. by car)	-	-	+	+
<b>Hotel Vulcan</b>	<u>to the venue:</u> 6,8 km (1h 25min. walk), 7,4 km (16 min. by car) <u>to MAG training hall:</u> 5,6 km (1h 12 min. walk), 6,8 (15 min. by car) <u>WAG training hall:</u> 4,1 km (52 min. walk) , 4,8 km (11 min. by car)	-	-	+	+



<b>Ibis Hotel Szczecin</b>	<u>to the venue:</u> 6,2 km (1h 12 min. walk), 6,4 km (14 min. by car)				
	<u>to MAG training hall:</u> 2,2 km (29 min. walk), 2,9 (8 min. by car)	-	-	+	+
	<u>to WAG training hall:</u> 2,9 km (38 min. walk), 2,9 km (7 min. by car)				

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

## Reservations

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

- Fill in Accommodation Form and send it to accommodation@ecszczecin2019.eu
- You will receive the confirmation, together with the payment details
- Once payment is done your booking will receive the final confirmation

While the attached Accommodation Form must be filed in **until 15.01.2019** at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis.

The participating federations must pay for the accommodation expenses of their delegation members.

The costs for the accommodations must be paid as follows:

## Accommodation Payment

Payment for the accommodations and meal options must be made through bank transfer to:

Beneficiary	Żegluga Szczecińska Turystyka Wydarzenia
Beneficiary address:	Wendy 8, 70-655 Szczecin
Account number	11 1020 4795 0000 9302 0329 6019
Bank	PKO Bank Polski Spółka Akcyjna
Bank address:	UL. PUŁAWSKA 15, 02-515 WARSZAWA
Iban	PL11102047950000930203296019
Swift code	BPKOPLPW

All bank fees in connection with the bank transfer must be covered. Please state the name of your Federation and the payment purpose on the transfer. The payment must be made in **EUR** only.

Payment deadlines:

- Deposit of 50% of the total due amount **by 15.01.2019**
- Settlement of the remaining 50% **by 13.03.2019**

## Cancellation Policy

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The UEG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodations and meal options.

- Cancellations are accepted **until 15.01.2019** without any penalties
- from **16.01.2019 to 12.02.2019**: 25% of the total amount due will be charged
- from **13.02.2019 to 13.03.2018**: 50% of the total amount due will be charged
- from **14.03.2019** no refund will be given

## 17. MEALS

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Please note breakfast or half board / full board 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.

Delegations not booking their accommodations through the LOC may purchase meal tickets for 15 Euro per meal / per person. These tickets must be purchased in advance, submitting the meal form until **15.01.2019**.

### Farewell Banquet

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Accredited Delegation members 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, requesting the number of tickets required. The cost will be confirmed at a later date in a separate communication to MFs.

The delegations that book their accommodation through the LOC are invited to the final banquet hosted by the Organising Committee.

Extra tickets for the banquet can be purchased for € 50 per person, provided that a request is sent to the LOC until **31.03.2019**.

## 18. INSURANCE

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

The OC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy in English writing). Delegation members with insufficient insurance cover must inform the OC in advance.

The OC will subsequently offer insurance at the Federations own charge as follows: 15 Euro per person/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. DOPING CONTROLS

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Under the supervision of the UEG, anti-doping control will be organized according to the valid WADA Code, Standards and FIG Anti-Doping Rules. The anti-doping controls may take place at any time.

## 21. OFFICIAL HOSPITAL

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The Official hospital will be the following one:

**Samodzielny Publiczny Szpital Kliniczny Nr 1 PUM**

im. prof. Tadeusza Sokołowskiego w Szczecinie  
71-252 Szczecin, ul. Unii Lubelskiej 1

## 22. WAG MUSIC

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Please send the files of the WAG floor music of your gymnasts and the music form (to be send later) to the following e-mail address until the **13<sup>th</sup> of March 2019**:  
music@ecszczecin2019.eu

The music files must be in a wav, mp3 or mp4 format.

The following information must be provided together with the respective files:

- Country code;
- Family name and first name of the gymnast.  
(Ex.: POL\_PIHAN KULESZA\_Marta.wav)

By sending the music form you:

- Confirm that the music used does not violate any copyrights and that it can be broadcasted within sports;
- Confirm that your music files meet the criteria of the LOC.

In the same time, we are strongly requesting the WAG participants to bring as well a CD with the music floor for training reasons.

## 23. SUMMARY OF DEADLINES AND PAYMENTS

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For the UEG

Items	Closing Date
Definitive Registration	15 January 2019
Nominative Registration of the judges	15 January 2019
Nominative Registration	13 March 2019
Publicity Form	13 March 2019
Payment to UEG	
Items	Closing Date
Registration Fee	13 March 2019

For the LOC

Items	Opening Date	Closing Date
Accommodations by Numbers	15.11.2018	15.01.2019
Meal Reservation	15.11.2018	15.01.2019
Travel Schedules	15.11.2018	13.03.2019
Accommodations by Name	15.01.2019	13.03.2019
Accreditation (online application)	15.01.2019	31.03.2019
Farewell banquet (if applicable)	15.11.2018	31.03.2019

Written Request to LOC		
Items	Opening Date	Closing Date
Visa Request (not compulsory)	15.11.2018	15.02.2019
Insufficient Insurance Cover	15.11.2018	31.03.2019
Guest Accreditations (as allowed in UEG Accreditation Directives)	15.01.2019	31.03.2019

Payment to LOC		
Items	Opening Date	Closing Date
Accommodation costs & Meal Plan (if any) first 50%	15.11.2018	15.01.2019
Accommodation costs & Meal Plan (if any) last 50%	16.01.2019	13.03.2019
Accreditations at the charge of the Delegations	15.11.2019	31.03.2019

We look forward to seeing you in Szczecin

Yours Sincerely,

Warsaw, 05.11.2018

Polski Związek Gimnastyczny  
ul. Ratuszowa 11, 03-450 Warszawa  
www.pzg.pl, kontakt@pzg.pl  
NIP: 526-16-63-274

Stamp of the NF

PREZES  
Polskiego Związku Gimnastycznego

mgr Barbara Stanisławiszyn

Name SURNAME

The President of the Federation

APPENDICES

- Appendix 1 – List of Apparatus (will follow soon)
- Appendix 2 – Nominative registration of judges form
- Appendix 3 – Accommodation by numbers form
- Appendix 4 – Accommodation by names form
- Appendix 5 – Meal reservation form
- Appendix 6 – Travel schedule form
- Appendix 7 – Visa request form