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Gymnastics**

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14TH EUROPEAN TEAMGYM CHAMPIONSHIPS FOR SENIORS & JUNIORS

**LUXEMBOURG (LUX)
14 – 17 SEPTEMBER 2022**



**14th European
TeamGym
Championships**

14 - 17 September 2022

LU  EMBOURG

Work Plan

This work plan has been drawn up in accordance with the European Gymnastics regulations and is based upon the definitive registrations received by European Gymnastics office on 15.06.2022

EUROVISION
OPERATED BY EBU

SMARTSCORING

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Part 1 – Officials and Organising Committee

1.1 EUROPEAN GYMNASTICS

EUROPEAN GYMNASTICS OFFICIALS	
President	Dr. Farid GAYIBOV
Vice-President (President of the Appeal Jury)	Michel BOUTARD
EC member (Member of the Appeal Jury)	Sólveig JÓNSDÓTTIR
Director	Lisa WORTHMANN
Head of Media	Tina GERETS
Sports Coordinator	Claire TURNER
Official Doctor	Dr. Jean-Bernard SOLIGNAC

TEAMGYM TECHNICAL COMMITTEE	
President	Per SJÖSTRAND
Vice-President	Heli LEMMETTY
Secretary	Peter TRANCKLE
Member	Max ANDERSEN
Member	Pauline ANGE
Member	Bianca FRANZOI
Member	Petr GRYGA

1.2 OFFICIAL EUROPEAN GYMNASTICS CONTACT ADDRESS

EUROPEAN GYMNASTICS

Claire Turner
Sports Coordinator
Avenue de la Gare 12
CH – 1003 Lausanne, Switzerland
Tel.: + 41 – 21 – 613.10.20
E-Mail: cturner@europeangymnastics.com
Website: www.europeangymnastics.com



1.3 HOST FEDERATION

FEDERATION LUXEMBOURGEOISE DE GYMNASTIQUE

Contact Person: Mr. Silvio Sagramola
3 route d'Arlon
8009 Strassen, Luxembourg
Tel: +352 – 485 999
Email: secretariat@flgym.lu
Website: www.flgym.lu



1.4 LOCAL ORGANISING COMMITTEE CONTACT ADDRESS

FEDERATION LUXEMBOURGEOISE DE GYMNASTIQUE

Contact Person: Mr. Silvio Sagramola
3 route d'Arlon
8009 Strassen, Luxembourg
Tel: +352 – 485 999
Email: contact@teammym2022.lu
Website: [2022 European Championships in TeamGym
| European Gymnastics](http://2022.EuropeanChampionshipsinTeamGym.EuropeanGymnastics)



1.5 LOCAL ORGANISING COMMITTEE

FUNCTION	PERSON
LOC President	BIWER Roby
Executive Director	SANTOS Vasco
Podium Manager	RESENDE André
Competition Coordinator	OLIVEIRA Bruno
Head of Finances	MACHADO José
Responsible for the Technical Equipment	BRITO Joao
Secretariat & Accreditation	FELLER Eliane
Head of Security	MACHADO José
Ceremonies Director	FALSETTI Gilbert
Responsible for the trainings	NEVES Rodrigo
Judges Liaison	BAULISCH Astrid / LACOUR Nadia
Responsible for the hotels & transport	WAGENER André
Responsible for the meals	HEMMER Ramon
Responsible for the music	VITERBO Joao
Volunteer Manager	BIWER-ERPELDING Michèle
Media Manager	GOLINSKA Izabela
Official Doctor of the LOC	Dr. ZANGARINI Lisa
Organising Federation Delegate	ROLLINGER Roby
International Guests Liaison	FRISING Paolo

Part 2 – The competition

2.1 COMPETITION SCHEDULE

Sunday, September 11 th , 2022			
<i>As announced</i>	<i>Official arrival day of European Gymnastics TC-TeamGym</i>		<i>Hotels</i>
Monday, September 12 th , 2022			
<i>As announced</i>	<i>Official arrival day of Delegations</i>		<i>Hotels</i>
All day	Accreditation		Centre d'Coque
All day	European Gymnastics TC-TeamGym meeting		
09:00 – 17:00	Judge's exam to raise the category level (by invitation)		
Tuesday, September 13 th , 2022			
All day	Late accreditations		Centre d'Coque
09:00 – 17:45	Official training for Junior Teams (see schedule)		
10:00 – 15:30	Judges' instruction meeting (part 1) and draw		
16:30 – 17:30	Orientation meeting		City Hall
18:00	Official reception for HoD by the City of Luxembourg		
Wednesday, September 14 th , 2022			
08:00 – 14:45	Official training for Senior Teams (see schedule)		Centre d'Coque
10:00 – 10:45	Head Judges' meeting		
11:00 – 12:30	Judges' instruction meeting (part 2)		
13:30 – 15:00	Panel meetings Junior Qualifications		
15:15 – 15:45	Opening Ceremony		
15:45 – 16:45 17:15 – 18:40 19:00 – 21:50	Juniors	Qualifications – Men's Teams Qualifications – Mixed Teams Qualifications – Women's Teams	
Thursday, September 15 th , 2022			
10:00 – 11:00	Panel meetings Senior Qualifications		Centre d'Coque
14:00 – 15:55 16:30 – 18:35 19:15 – 20:55	Seniors	Qualifications – Mixed Teams Qualifications – Women's Teams Qualifications – Men's Teams	
Friday, September 16 th , 2022			
11:00 – 12:00	Panel meetings Junior Finals		
14:00 – 15:00	Juniors	Finals – Men's Teams	
15:05 – 15:20	Award Ceremony for Junior Men's Teams		
15:45 – 17:10	Juniors	Finals – Mixed Teams	
17:15 – 17:30	Award Ceremony for Junior Mixed Teams		
18:00 – 19:40	Juniors	Finals – Women's Teams	
19:45 – 20:00	Award Ceremony for Junior Women's Teams		

Saturday, September 17 th , 2022		
10:30 – 11:30	Panel meetings Senior Finals	
12:00 – 13:25	Seniors	Finals – Mixed Teams
13:30 – 13:45	Award Ceremony for Senior Mixed Teams	
14:00 – 15:25	Seniors	Finals – Women’s Teams
15:30 – 15:44	Award Ceremony for Senior Women’s Teams	
16:00 – 17:20	Seniors	Finals – Men’s Teams
17:25 – 17:30	SmartScoring’s Shooting Star Award	
17:30 – 17:45	Award Ceremony for Senior Men’s Teams	
17:45 – 18:00	All Star Announcement	
18:00 – 18:15	Closing Ceremony	
20:30	Banquet in the Foyer of the Grand Theatre of the City of Luxembourg	
Sunday, September 18th, 2022		
<i>As announced</i>	<i>Official departure day of Delegations and European Gymnastics</i>	<i>Hotels</i>

2.2 COMPETITION HALL

CENTRE NATIONAL SPORTIF ET CULTUREL D’COQUE

2 Rue Léon Hengen, 1745 Luxembourg

Email: info@coque.lu

Website: Coque Luxembourg



- Reserved seating will be allocated for each delegation, i.e., for all gymnasts and officials not engaged in the competition.

2.3 COMPETITION EQUIPMENT

- Delegations are asked to submit the Equipment Set Up Form for Trampet and Tumble (Appendix 3) at the accreditation.
- The information submitted will ensure that the correct equipment is set up. The equipment will be adjusted by the competition technical staff in accordance with the submitted form. The coaches should check the settings and if required ask officials to change.
- If any changes are required, the form must be re-submitted **no later than 18:00** the day before the competition at the Accreditation/LOC office.
- Supplier of the event: **Euro Gymnastics Equipment**

Floor

Dimension of the competition area: 16 m x 14 m

Borderline: 5 cm white velcro

Colour: Light grey colour

The Floor program is performed on 3.5 cm thick mat of carpet-bonded foam and made up of 8 mats, 16 m long and 1.8 m wide. The mats are connected with hidden built-in hook and loop fasteners. There will be no visible velcro except for the borderline marking the 16 m x 14 m performance area.

Tumble

Run-up: 16 m x 1 m consisting of 8 blocks of 2 m x 1 m, in blue colour, made in PVC and hard foam. Level with the tumble track.

Tumble track: 15 m x 2 m Euro Gymnastic Equipment

Side safety strips: 3 m x 0.5 m on each side and level with the tumble track

Landing area: A total area of 4 m x 7 m level with the tumble track. The stability top mat has a marked landing zone in white colour of 1.5 m x 3 m. Base colour is blue. All mats are connected with velcro.

Additional safety mat: 1 mat will be provided for tumble consisting of a foam mat in blue colour of 2 m by 4 m and 10 cm thick. The Safety Mat shall include the same contrasting colour of the 1.5 m by 3 m Landing Zone (white).

Trampet

Run-up: two separate roll mats (one for trampet using the vault and one for trampet without the vault). Each roll mat is 25 m x 1 m x 2.5 cm in light grey with anti-slip underneath.

Vaulting table: model "Flying", colour blue PVC and dark blue leather, can be adjusted in height from 145 cm to 165 cm at an interval of 5 cm. The pillar is covered in foam protection. It has an adjustment leg spacer for the trampet.

Trampets: "MD Super G36" with 36 springs and front protection, adjustable from 65-80 cm in increments of 5cm.

Trampets: "MD Super G40" with 40 springs and front protection, adjustable from 65-80 cm in increments of 5cm.

Landing area: 7 m x 7 m x 33 cm, covered in PVC, in blue colour, with two white painted landing areas of 1.5 m x 3 m. The landing area will be built in two layers, one is 30 cm, and the top is 3 cm.

Additional safety mat: 2 mats will be provided for trampet consisting of a foam mat in blue colour of 2 m by 4 m and 10 cm thick. The Safety Mat shall include the same contrasting colour of the 1.5 m by 3 m Landing Zone. With 10 cm. velcro to connect in front of the mat.

2.4 ACCESS TO THE COMPETITION AREA

- The competition area is accessible to members of the various juries, competing gymnasts and their accredited coaches, auxiliary personnel of the Jury, the official European Gymnastics doctor, the official LOC doctor, team doctors and medical staff. A team medical person is permitted to accompany the gymnasts and coaches during all Competitions.
- The competition area is strictly forbidden to all other people.

2.5 THE USE OF ELECTRONIC DEVICES

- The use of mobile phones including smart watches or any other electronic communication device by gymnasts, coaches, judges, or medical staff of the delegations on the field of play is forbidden during the entire duration of all European Gymnastics Competitions. If this rule is violated, the concerned persons will receive a written warning. If this behaviour is repeated after the written warning is issued, the concerned person will be excluded for the rest of the competition. It is the responsibility of the Superior Jury to decide these disciplinary measures. Appeals against these decisions must be submitted to the Jury of Appeal whose decision is final.

2.6 STARTING ORDER

- The draw for the starting order in qualifications and finals took place in Luxembourg on July 2nd and in Lausanne July 8th.
- The starting orders can be found in Appendix 2.
- If a team is withdrawn prior to the start of the championships, the starting order may be changed for a smooth running of the competition.

2.7 PARTICIPATING GYMNASTS

- Participating gymnasts will be nominated by their national federation in the Nominative Entry.
- A Name Declaration Form needs to be submitted at the Accreditation (Appendix 6), indicating which gymnasts are planned to compete and the reserves.
- The maximum number of accredited gymnasts per team is 12, including the reserves.
- For the floor exercise, all declared gymnasts must perform the floor.

2.8 ALTERATION OF THE GYMNASTS

- Alterations of nominative lists of the gymnasts are possible no later than 24 hours prior to the start of the competition. For these Championships, the deadlines for alterations of gymnasts are as follows:

▪ Junior teams	September 13 th at 15:45
▪ Senior teams	September 14 th at 14:00
- According to Art 3. of Technical Regulations – Specific Rules TeamGym: *“The actual gymnasts proposed to perform must be declared to the organisers at least ten minutes before the scheduled start of the team’s first discipline in the competition. This may be a minimum of 8 and a maximum of 10 gymnasts”*. If a team wishes to change the actual gymnasts performing, they shall resubmit the Name Declaration Form (Appendix 6) with revisions for Qualifications or the Finals to the Information desk.

2.9 REPLACEMENT OF INJURED GYMNASTS

- European Gymnastics Technical Regulations – Specific rules for TeamGym (Edition 2020, Art. 3) state that: *“All declared gymnasts must perform the floor. If a **gymnast is injured** during the competition **prior to the floor**, the following disposition will be applied: After the team declaration, reserves may only be used in case of injury or illness confirmed by the official doctor of the European Championships. The affected gymnast can then be replaced with an accredited reserve for this team. Gymnasts that are replaced may not participate further in the Championships”*.
- In case of an injury to a nominated gymnast, the coach must request an inspection by the LOC doctor.
- The coach must complete the Request to Replace an Injured Gymnast Form (Appendix 7) and hand it to the doctor during inspection of the injury and if acceptable he will sign the form. The LOC doctor will then take the Form to the Official European Gymnastics’ Doctor, who will confirm the withdrawal.
- The Coach will need to inform the Information desk to amend the Name Declaration Form (Appendix 6) in time for the next discipline.

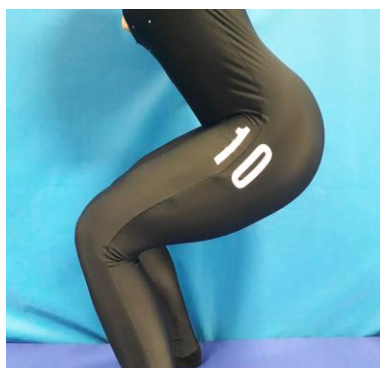
2.10 SPOTTING OF THE ATHLETES

- Two (2) coaches are required to stand-in for trampet and one (1) for tumble.
- A separate place on the Field of Play will be provided for the remainder of the team’s coaches and reserve gymnasts.

2.11 GYMNAST NUMBERS

- All gymnasts must have their competitor’s number on their competition attire (see CoP 4.2.5.). They are used to identify the gymnasts for the audience, the press and especially for the All-Stars selection.
- Each gymnast of the team must choose one number from 1 to 20. The assignment can be done as wanted. The numbers must be announced in the nominative entry and at the accreditation.
- If the whole team has no numbers, the deduction is by the Superior Jury. Individual missing or loose numbers are covered by the E1 in each apparatus.
- **Every team must bring their own numbers and apply them according to the following guidelines:**
 - All numbers for each team must be the same size and font. The numbers must be clear, from 8 mm to 10 mm thick and approximately 8 cm high.
 - Fastening of the numbers must be secure and tight.

- Placing of the numbers:
 - When wearing long trousers/leggings the numbers must be placed on both thighs, to the side, to the upper part of the thigh;
 - When wearing shorts, the numbers must be placed on to both sides, as low as possible;
 - When wearing only a leotard (no trousers/shorts/leggings) the numbers must be placed on both sides, above the hip bone.
- Numbers must differentiate clearly from the background (e.g., white numbers on black trousers)
- Numbers can be printed straight on to the trousers/shorts/leotard or on a separate piece of cloth (similar colour as the area where it will be fastened) which then must be sewn to the competition leotard.
- Also stickers can be used but make sure that the numbers do not come loose during the competition.



2.12 TARIFF FORMS

- The deadline for Tariffs upload is 7th September 2022 and for any corrections until midnight the day before the start of the qualifications/finals. Any changes after that will not be accepted.
- At the accreditation coaches must check and sign the **floor** tariff of their team to make sure that all details are correct. If any changes are made to the floor tariff form after accreditation, the Information desk must be informed. No tariff forms on paper will be accepted at any point in time. Only tariff forms entered online is accepted.
- We strongly suggest that you have entered your information well in advance.

2.13 CLARIFICATIONS TO THE CODE OF POINTS

- Clarifications to the Code of Points were released in July 2022, see <https://www.europeangymnastics.com/page/rules>
- Please note that the clarification of the A1012 – Sideways salto has been amended to be in line with the FIG definition:

Appendix A1, 3.3	A1012 – Sideways salto	The sideways salto can start facing forward or sideways and ends in a sideways direction. Take off/landing can be performed with two feet or one foot. Body shape is optional. The element must be performed the same way for the whole team.
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2.14 MUSIC

- The music has to be uploaded on <http://gyndata.online> in MP3 format not later than **August 15th**.
The name of each music file must contain the following information:
Junior or Senior_ Team (Mixed, Women or Men)_Apparatus(Floor, Trampet or Tumble)_Nation (POR). (Example: Senior_Men_Floor_POR.mp3).
- The authorised sound level in the training and competition halls is limited to 80 dB resp. 1000 Hertz (Hz).
- Teams are not allowed to bring their own music players into the Warm-up/Training Hall.
- Personal music players with earphones are allowed.

2.15 WARM-UP & TRAINING

- The training and warm-up halls are located in Centre d'Coque
- The official training for Juniors will be on Tuesday, September 13th, 2022
- The official training for Seniors will be on Wednesday, September 14th, 2022
- Access to the training halls is limited to the federations concerned and to the people being in possession of and wearing the accreditation at all times. The accreditation is personal and cannot be used by other people.
- Teams are allowed to enter the warm-up hall 10 minutes before the start of their warm-up session.
- Training and competition schedules can be found in the Appendix 4 and 5.

2.16 PICTURE OF THE TEAM

- After their training session on **Tuesday, September 13th for Juniors and on Wednesday, September 14th for Seniors** each team must take an official picture for the presentation at the led wall during the qualifications and finals.
- Athletes must wear their competition leotard.
- The pictures will be taken at the entrance to the competition hall.

2.17 CEREMONIES

Opening ceremony

- The opening ceremony will take place on **Wednesday, September 14th** at 15:15 in Centre d'Coque.
- One gymnast of each NF will participate. The gymnast must wear the official tracksuit.

Award ceremonies

- All award ceremonies will take place after each session of finals. It will be carried out in accordance with the European Gymnastics Regulations for Award Ceremonies.
- Please ensure that your Federation's medallists are in time for the line-up prior to the ceremonies.
- **All gymnasts must wear the competition attire. No national flag.**
- On the podium, medals and flowers will be presented to the gymnasts, reserve gymnasts and coaches (max. allowed: 12 gymnasts and 3 coaches)

SmartScoring Shooting Star Award

- The SmartScoring Shooting Star Award will take place on **Saturday, September 17th**, at 17:25 in Centre d'Coque.

Closing ceremony

- The closing ceremony will take place on **Saturday, September 17th** after the last awarding ceremony and the All-Star Announcement.

2.18 ALL-STARS TEAM

- The All-Stars Team is the selection of the best male and female gymnasts from each apparatus. The team consists of six (6) male gymnasts and six (6) female gymnasts
- The selection includes gymnasts from the combined senior and junior qualifications
- All participating federations may nominate gymnasts by submitting an online nomination form right after the junior and senior qualifications. Further information about the online form will be available at the orientation meeting.
- The All-Stars Team are finally selected by the TC-TeamGym and will be announced after the last award ceremony on Saturday, September 17th

Nomination of gymnasts

Apparatus	Female gymnasts	Male gymnasts
Floor	Nominate one female gymnast from your junior/senior team with the highest Execution score*. Female gymnasts in the women's and mixed sections are considered.	Nominate one male gymnast from your junior/senior team with the highest Execution score*. Male gymnasts in both the men's and mixed sections are considered.
Tumble and Trampet	Nominate one female gymnast per apparatus from your junior/senior teams, in the women's or mixed sections*. The nominated gymnast must have participated in at least 2 rounds on the apparatus. <ul style="list-style-type: none"> • The highest combined difficulty value for the two rounds counts (the sum of the difficulty values for the gymnast's 2 highest rounds) • No major mistakes are allowed in the rounds 	Nominate one male gymnast per apparatus from your junior/senior teams, in the men's or mixed sections*. The nominated gymnast must have participated in at least 2 rounds on the apparatus. <ul style="list-style-type: none"> • The highest combined difficulty value for the two rounds counts (the sum of the difficulty values for the gymnast's 2 highest rounds) • No major mistakes are allowed in the rounds

** from qualifications*

In case you have the same name in different apparatus, you may add an extra gymnast with lower difficulty value in Tumble or Trampet.

2.19 MEDICAL

Doping control

Any doping is prohibited. A doping control can be requested at any time, in accordance with the FIG/European Gymnastics regulations.

Therapeutic Use Exemption (TUE)

Gymnasts with a documented medical condition requiring the use of a Prohibited Substance must provide a valid Therapeutic Use Exemption (TUE) from their National Anti-Doping Organisation, to be given at the accreditation.

Medical certificate – official doctor

Only the official doctor or his representatives are authorised to establish the necessary medical certificate.

Official doctor of the LOC: Dr. ZANGARINI Lisa
Official doctor of European Gymnastics: Dr. Jean-Bernard SOLIGNAC

Part 3 – The Jury

3.1 SUPERIOR JURY

- The Superior Jury is formed of 7 TC members. The TC President Mr. Per Sjöstrand functions as President of the Superior Jury.

3.2 JURY OF APPEAL

- The Jury of Appeal is composed of 2 members of European Gymnastics' Executive Committee (one of them acting as President) and a member of the LOC who was not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned.

President	Mr. Michel Boutard
Member	Mrs. Sólveig Jónsdóttir
Member	Mr. Roby Rollinger

3.3 JUDGES' INSTRUCTION, DRAW OF LOTS & PANEL MEETINGS

- The initial meetings with draw and practice judging, which are compulsory for all participating judges, will take place at Centre d'Coque on Tuesday, September 13th, at 10:00. For the other dates and times of the meetings, please see the schedule of this Work Plan.
- The judges' instruction will be held in English ONLY.
- The judges' oath will be carried out during the judges' meeting by one judge of the host federation.
- The panel meetings prior to the competition will take place in the judges' room.

3.4 CODE OF ETHICS

- Any close family relative to a competitive gymnast may not judge that gymnast or this team at this European Gymnastics sanctioned event. If a conflict should or could appear, the European Gymnastics TC-President is to be informed, so appropriate action can be taken.

3.5 SCORING & DISTRIBUTION OF RESULTS

- Smart Scoring will provide the official scoring service and management of the start lists, scores and results.
- The scores of the different exercises will be published on a board indicating the teams and the final note.
- The secretary of the competition will provide the results by email after each competition. All results will be posted on the information board at the competition venue.
- At the end of the competition all delegations will be provided with a complete set of results including the judges' individual scores for all competitions.

3.6 CONTROL VIDEOS

- Control videos will be available for the Superior Jury.

3.7 INQUIRY PROCEDURE

- Inquiries for the difficulty scores are only 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 team. For the last team of a session, 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 team's accredited coaches will be entitled to submit an inquiry. Late verbal inquiries will be rejected.
- A federation will not be allowed to complain against a team 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 final score be higher, this sum will **not** be invoiced by European Gymnastics to the Federation. However, if after review of the routine the score is unchanged or lower, the inquiry is considered as rejected and the amount will be invoiced by European Gymnastics.
- Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken. The detailed procedure is laid down in the European Gymnastics and FIG Technical Regulations.

Part 4 – The organisation of the event

4.1 TRANSPORTATION

International transportation

- The international transportation costs are covered by the participating delegations. European Gymnastics and the LOC strongly recommend that each Federation takes cancellation insurance for their international transportation.
- Accredited delegations who
 - filled in the travel schedule form for arrivals and departures on <http://gyndata.online> by August 15thwill be provided with local transport from the Luxembourg International Airport to the Accreditation Centre and to the hotels and back.

Local transportation

- Since March 1st, 2022, public transport in Luxembourg is free throughout the country and for all modes of transport – trams, trains and buses. The scheme applies to all participating teams, as well as supporters that will come to Luxembourg to see the event onsite.
- The LOC will organise shuttle buses from two official hotels that are not located on the tram line to the competition venue and back for delegations that are staying in those hotels and have booked accommodation through the LOC.
- The rest of the hotels are all located on the tram line which runs every 7 minutes from 5:30am to 00:30 am daily.
- The LOC will organise buses to/from farewell banquet for the delegations concerned as well.
- Shuttle buses timetables will be provided at the accreditation.

4.2 SIZE OF THE DELEGATIONS

- The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per European Gymnastics Rules for Accreditation is as follows:

Function	Seniors	Juniors	Total
Gymnasts – Women's team	12	12	24
Gymnasts – Mixed team	12	12	24
Gymnasts – Men's team	12	12	24
Coaches – Women's team	3	3	6
Coaches – Mixed team	3	3	6
Coaches – Men's team	3	3	6
Paramedical staff – Women's team**	1	1	2
Paramedical staff – Mixed team**	1	1	2
Paramedical staff – Men's team**	1	1	2
Head of Delegation	1		1
Team Manager	2	2	4
Doctor**	1		1
Judges	3		3
Chaperon* (1 per 10 gymnasts under 18 years)	4		4
Guest*	No limits		
VIP-Guest*	No limits		

* Accreditation at the charge of the Federation

** The paramedical staff & doctor of the team must have a valid FIG license

- Additional accreditations for Chaperon, Guest and VIP-Guest may be delivered, with the costs identified on the next table (**to be paid to the LOC**):

Additional accreditations	Price
Chaperon	EUR 180.-
Guest	EUR 180.-
VIP-Guest	EUR 250.-

4.3 ACCREDITATION

- Accreditation will be held at Centre d'Coque on Monday, September 12th, from 08:30 to 20:00. Late accreditation will also be possible on Tuesday, September 13th, from 09:00 to 18:00.
- Each delegation (Head of Delegation + 1 person) will have a specific schedule for accreditation according to their arrival travel plan.
- The following items will be checked:
 - The passport or national identity card (which clearly shows the nationality of the holder) for all members of the delegation;
 - Proof of insurance including COVID-19 coverage, for all delegation members, except gymnasts and judges;
 - Proof of the fulfilment of all financial obligations to the LOC;
 - Written declaration for use of medication (i.e., asthma medicine on the doping list);
 - Name declaration form signed (Appendix 6);
 - Equipment set-up form (Appendix 3);
 - Departure confirmation
 - HoD e-mail address and WhatsApp number for official information
- The accreditation card must always be visible in the Venue. In case of losing the accreditation card, a new one will be issued for a fee of EUR 180.-
- All NF have to upload at <http://gyndata.online> a photo of each member of the delegation
 - Requirements for each identity colour photo:
 - Identity: country code_function_First name Last name
 - Exemple: POR_Team Manager_TiagoHorta
 - File format: .jpg or .jpeg
 - Dimensions 350 mm x 450 mm or 276 pixels wide x 354 pixels high
- Delegations who omit to upload their pictures to the LOC by **August 15th** will have to pay EUR 50.- for each picture taken by the LOC during the accreditation.

4.4 TRANSFERABLE ACCESS CARDS (TAC) FOR WARM-UP & COMPETITION HALL

- The transferable access cards will be given to each HoD at the accreditation according to the size of the delegation (see European Gymnastics accreditation rules art. 1.11). Such cards may only be used by people already accredited and must always be used in conjunction with the primary accreditation card. They are only transferable within the NF's official delegation and appropriate function.

4.5 ORIENTATION MEETING

- The orientation meeting for the Heads of Delegation will take place on **Tuesday, September 13th** at 16:30 at Centre d'Coque.
- The presence of the participating National Federations at the orientation meeting is mandatory.
- Unjustified failure by a federation to attend will result in a sanction of EUR 1000.- to be paid to European Gymnastics.
- At this meeting, the LOC and the TC-TeamGym will give practical information on the organisation and the running of the competition.
- This Orientation meeting will be held in English only.

4.6 INFORMATION DESK

- The information desk will serve for the exchange of training/competition information between the organisers and delegations.
- It will be located at the accreditation and the following changes in the performance of teams can be handled:
 - **Name Changes (revised order)** in case of replacing gymnasts due to injury or other reasons at the latest 10 minutes prior to the Team's first discipline.
 - **Tariff form changes** if any changes are made to the tariff forms after accreditation, the Information desk must be informed.
 - **Equipment Set-Up** in case of any changes at the latest 1 day before the Finals.

4.7 DELEGATION BOXES

- Out of a desire to save unnecessary paper use, all Information regarding competition, warm-up, trainings, and notification of meetings, transport, official functions as well as European Gymnastics and LOC correspondences will be distributed via email and WhatsApp of the HoD.
- Free internet is available at the competition hall so the HoD will have access to the information.
- If needed, a printed copy of the information will be available at the LOC office upon request.

4.8 ACCOMMODATION

- All the information regarding the hotels is listed in the Directives.

4.9 MEALS

- Breakfast will be served at the hotels.
- For lunch and dinner options, please see the Directives with all the details.
- The Meal Request must be submitted to the LOC via SmartScoring digital platform by **August 15th** at the very latest.
- Meal schedule for the delegations who have booked meals at hotels/d'Coque is as follows:

Location	Breakfast <i>only in the hotel</i>	Lunch <i>only in competition venue</i>	Dinner <i>only in competition venue</i>
All hotels	06:30 – 10:00	-	-
Centre d'Coque	-	11:30 – 15:00	18:30 – 21:30*

**On Wednesday, until 22:30*

The members of European Gymnastics EC and TC will handle unforeseen incidents or events that might occur during these championships.

This event will be organised under the FIG/European Gymnastics rules as listed in the Directives.

Part 5 – Appendix

- Appendix 1: Venue Layout
- Appendix 2: Draw
- Appendix 3: Equipment set up for Trampet and Tumble
- Appendix 4: Training schedules
- Appendix 5: Qualification and final schedules
- Appendix 6: Name declaration form
- Appendix 7: Request form to replace an injured gymnast
- Appendix 8: Inquiry form

Kind reminder for important deadlines:

For European Gymnastics	Deadline
Nominative Registration – Gyndata	August 15 th
Payment of the European Gymnastics Registration Fees	
Media accreditation	September 5 th

For the LOC (Forms / Accommodation)	Deadline
Visa Request – SmartScoring’s digital platform	August 15 th
Travel Schedule – SmartScoring’s digital platform	
Photos & passports for Accreditation – SmartScoring’s digital platform	
Music – SmartScoring’s digital platform	
Accommodation costs (last 50%)	
Extra meals (100%)	September 7 th
Tariff forms – Gyndata	



Per SJÖSTRAND
President of European Gymnastics TC-TeamGym

Stockholm/Lausanne, August 2022