



CÂMARA
MUNICIPAL DE
GUIMARÃES



TEMPO LIVRE
GUIMARÃES



13TH WORLD AGE GROUP COMPETITIONS

12-15 SEPTEMBER 2024 | GUIMARÃES - PORTUGAL

1ST JUNIOR WORLD CHAMPIONSHIPS

15 SEPTEMBER 2024 | GUIMARÃES - PORTUGAL

WORK PLAN

TABLE OF CONTENTS

1. FOREWORD.....	3
2. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)	3
3. LOCAL ORGANISING COMMITTEE (LOC)	4
4. PROGRAMME (subject to changes).....	6
5. PARTICIPATION and SIZE OF THE DELEGATIONS	8
6. NOMINATIVE REGISTRATIONS	9
7. VENUE.....	10
8. TRAINING	10
9. COMPETITION	10
10. CEREMONIES	11
11. FIG CERTIFIED APPARATUS	12
12. SUPERIOR JURY, JUDGES' PANELS, and JURY of APPEAL / COMPETITION SUPERVISORY BOARD	12
13. SCORING	13
14. INQUIRIES.....	13
15. MEETINGS and INSTRUCTIONS	14
16. TRANSPORTATION and VISA	14
17. INSURANCE	15
18. ACCREDITATION	15
19. ACCOMMODATION.....	16
20. MEALS	17
21. MEDICAL SERVICES AND INSURANCE	17
22. DOPING CONTROLS and THERAPEUTIC USE EXEMPTIONS	18
23. MEDIA ACCREDITATION and ACCOMMODATION	18
24. MEDIA POSITIONS	18
25. PRESS CONFERENCES	18
26. PUBLICITY ON COMPETITION ATTIRE	19
27. ATHLETES PHOTOS FOR IMPROVED SPORTS PRESENTATION.....	19
28. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS.....	19
29. SPONSOR ACTIVATION AREA	19
30. WEBSITES and SOCIAL MEDIA.....	19
31. INFORMATION GUIMARÃES	20
32. SUMMARY OF REMAINING DEADLINES	21
List of Appendices.....	22

1. **FOREWORD**

This work plan for the **13th FIG Acrobatic Gymnastics World Age Group Competitions** in Guimarães to be held from 12 until 15 September 2024 has been developed between FIG Headquarters, the FIG ACRO TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2024):

- Acrobatic Gymnastics Code of Points
- Acrobatic Gymnastics Junior and WAGC Rules
- Acrobatic Gymnastics Newsletters
- Advertising and Publicity Rules
- Anti-Doping Rules
- Apparatus Norms
- Code of Discipline
- Code of Ethics
- Judges' Rules (General and Acrobatic Gymnastics Specific)
- License Rules
- Media Rules
- Medical Organization of the FIG Competitions and events
- Policy and Procedures for Safeguarding and Protecting Participants in Gymnastics
- Regulations for Award Ceremonies
- Rules for Accreditation
- Statutes
- Technical Regulations

and subsequent decisions of the FIG Executive Committee and ACRO Technical Committee.

All participating Federations commit to respect the FIG Statutes and all FIG rules and regulations, especially with regards to the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance" (Art. 11.6 of the Technical Regulations).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, non-refundable entry fee, etc) and the LOC (such as accommodation, meals, etc.) will not be allowed to participate in these World Age Group Competitions.

The official language of these World Age Group Competitions will be English. Interpretation from and into any other language may be organized by the Delegations. Announcements will be made in English and Portuguese.

This Work Plan is available in English ONLY.

2. **FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)** **(coordinates of the FIG)**

Contact persons: Mr. Rui VINAGRE / Mrs. Eunice LEBRE

Avenue de la Gare 12A

CH-1003 Lausanne

SWITZERLAND

Telephone: +41 21 321 55 10 Direct: +41 21 321 55 32 / +41 21 321 55 35

E-mail: rvinagre@fig-gymnastics.org / elebre@fig-gymnastics.org

Website: www.gymnastics.sport

FIG OFFICIALS

Jury of Appeal and Competitions' Supervisory Board President	Youssef AL-TABBAA
--	-------------------

FIG ACROBATIC GYMNASTICS TECHNICAL COMMITTEE (ACRO-TC) and SUPERIOR JURY

ACRO-TC President	Rosy TAEYMANS
ACRO-TC Vice-president	Bernardo TOMÁS
ACRO-TC Vice-president	Nikolina HIRSTOVA
ACRO-TC member	Frank BOHEM
ACRO-TC member	Wiesława MILEWSKA
ACRO-TC member	Yurii GOLIAK
ACRO-TC member	Irina NIKITINA

FIG ATHLETES' REPRESENTATIVE

Athletes' Representative	May MILLER
--------------------------	------------

FIG STAFF

ACRO Sports Events Manager	Rui VINAGRE
Sports Events Manager	Eunice LEBRE

SCORING PROVIDER

Acro Companion Team Leader	David Gillemot
----------------------------	----------------

3. LOCAL ORGANISING COMMITTEE (LOC)

Gymnastics Federation of Portugal

Contact Person: Mrs. Teresa Loureiro

Estrada da Luz, 30A

1600-159 Lisboa

Tel: +351 926 241 139

Email: federacao@ginastica.org | teresa.loureiro@ginastica.org

Website: <https://www.ginastica.org/>

LOCAL Organising Committee OFFICIALS

FUNCTION	Name
President	Luís ARRAIS
Executive Director	Teresa LOUREIRO
ADMINISTRATIVE MANAGEMENT	
Budget and Finance	Sandra PIRES
General Secretariat	Isabel FALCÃO
TECHNICAL MANAGEMENT	
Event Manager	Ana ZACARIAS
Warm-up and Trainings control	Patrícia RODRIGUES & Idalina PINTO
Award Ceremonies	Laura SALES
Opening and Closing Ceremonies	Andreia SANCHES & Mauro POLICARPO
Speaker and Entertainer	Niels DANIEL & Margarida ESTÉVÃO
Logistics and Equipment	Ruben PEREIRA
TRANSPORTATION ACCOMMODATION/HOTELS MEALS	
Transportation	André NOGUEIRA
Accommodation/Hotels	Patrícia JORGE
Meals and Catering	Fabiana RAMOS
OTHER SECTORS	
Safeguarding Officer	Josefina CRUZ
Head of Media	Márcia SOBRAL
Protocol/Guests	Paula ARAÚJO
Event Image & Decor	Susana SOUSA
GTV - GinasticaTV	Mafalda DOMINGUES & Concha SILVEIRA
Photographer	Pedro BARATA
Volunteers Managers	Vera ALVES
Doctor	Inês MARTINS
Physiotherapist	Beatriz PENG
Sport Presentation/Led Wall	Nelson RODRIGUES & Bernardo MIGUEZ

LOC Office & Sport Information Center (SID)

The LOC Office and Sport Information Center will be located at the competition venue and will be in operation from September 8th until September 15th, 2024. It will be open approximately 15 minutes before the start of the first training and 30 minutes after the last training / competition session.



The LOC phone number is as follows: +351926242558

Emergency number (out-of-office hours): +351926241139

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution.

The relevant documents will be distributed electronically via LOC/Acro Companion.

All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email. Delegations will be requested to inform the LOC about the correct email address upon arrival.

In addition, all the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD will be collected at the accreditation for this purpose). Information, including transport, will also be set up in boards at the venue.

4. PROGRAMME (subject to changes)

Sunday, September 8th, 2024		
All day	Arrival of Delegations	
All day	Accreditations	Multiusos Guimarães (MU)
Monday, September 9th, 2024		
All day	Training and Podium Training as per Schedule	MU
All day	Athlete portrait photo session	MU
10:00	Deadline to submit Tariff Sheets (tbc)	SID – MU
10:00 – 11:00	Orientation Meeting	Meeting Room MU
10:00 – 18:00	Tariff Sheet evaluation (tbc)	MU
Tuesday, September 10th, 2024		
All day	Training and Podium Training as per Schedule	MU
All day	Athlete Measurements (after each podium training)	MU – Warm-up zone
All day	Athlete portrait photo session	MU
09:00 – 18:00	Tariff Sheet evaluation (tbc)	Meeting Room MU
Wednesday, September 11th, 2024		
All day	Training and Podium Training as per Schedule	MU
All day	Athlete Measurements (after each podium training)	MU – Warm-up zone
All day	Athlete portrait photo session	MU
09:00 – 18:00	Tariff Sheet evaluation (tbc)	Meeting Room MU
15:00 – 17:00	Judges Meeting	Meeting Room MU
<i>followed by</i>	Judges Instruction, by Scoring System Provider	Judges' Table - MU
Thursday, September 12th, 2024		
09:15 – 09:45	Judges' Briefing	Meeting Room MU
Qualifications		
10:00 – 12:15	12-18 MxP Balance / 12-18 MP_MG Dynamic	MU
13:15 – 13:45	Judges' Briefing	Meeting Room MU
13:45 – 14:00	Opening Ceremony	MU
Qualifications		
14:00 – 20:00	12-18 WG Balance / 13-19 MP_WG Dynamic	MU
Friday, September 13th, 2024		
09:00 – 09:30	Judges' Briefing	Meeting Room MU
Qualifications		
09:45 – 13:05	12-18 WP Balance / 12-18 MxP Dynamic 13-19 MG Dynamic	MU
13:45 – 14:15	Judges' Briefing	Meeting Room MU
Qualifications		
14:30 – 20:33	13-19 WP_MxP Balance / 12-18 WG Dynamic 12-18 MG Balance	MU

Saturday, September 14th, 2024		
09:15 – 09:45	Judges' Briefing	Meeting Room MU
Qualifications		
10:00 – 12:30	13-19 MP_MG Balance / 13-19 WP Dynamic	MU
13:15 – 13:45	Judges' Briefing	Meeting Room MU
Qualifications		
14:00 – 20:00	12-18 MP Balance / 12-18 WP Dynamic 13-19 WG Balance / 13-19 MxP Dynamic	MU
Sunday, September 15th, 2024		
10:15 – 10:45	Judges' Briefing	Meeting Room MU
FINALS 13-19		
10:00 – 10:24	MP Combined	MU
10:29 – 11:01	WP Combined	MU
11:06 – 11:38	MxP Combined	MU
11:43 – 12:23	WG Combined	MU
12:28 – 12:52	MG Combined	MU
<i>followed by</i>	Award Ceremonies MP, WP, MxP, WG, MG	MU
13:15 – 13:45	Judges' Briefing	Meeting Room MU
FINALS 12-18		
14:00 – 14:24	MP Combined	MU
14:29 – 15:01	WP Combined	MU
15:06 – 15:38	MxP Combined	MU
15:43 – 16:23	WG Combined	MU
16:28 – 16:48	MG Combined	MU
<i>followed by</i>	Award Ceremonies MP, WP, MxP, WG, MG	MU
1st JUNIOR WORLD CHAMPIONSHIPS		
17:20 – 17:40	MP Combined	MU
17:45 – 18:05	WP Combined	MU
18:10 – 18:30	MxP Combined	MU
18:35 – 18:55	WG Combined	MU
19:00 – 19:20	MG Combined	MU
<i>followed by</i>	Award Ceremonies MP, WP, MxP, WG, MG	MU
<i>followed by</i>	Closing Speech	tbd
Monday, September 16th, 2024		
All day	Official Departure of Delegations	From Hotels

Note: All timings are subject to slight alterations

5. PARTICIPATION and SIZE OF THE DELEGATIONS

Participation / Accreditation

Please refer to the directives for details on the participation rights, maximum delegation size, supplementary accreditations, payment procedures and insurance deadlines.

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these WAGC and who are not on this list must send to the FIG office (attention Mr. Loïc Vidmer at lvidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated in English or French and must complete the "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events" form which can be downloaded from the FIG database after creating a profile for medical staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

FIG Accreditation rules have to be strictly respected and applied notably as far as the number of accreditations and transferable access cards (TAC) per federation is concerned. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Card at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC (if applied). The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member's transferable access card. The accreditation card is also necessary to pass the security controls and have access to lunch and dinner (if applies).

Accreditations for the World Age Group Competitions will not be valid for the World Championships

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- to the respective federation, for each case. Further steps are possible (e.g. case to be submitted to the FIG Gymnastics Ethic Foundation).

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (refer to the directives for the price).

The accreditation procedure will only be dealt and accepted from delegations by the Head of Delegation. In case the Team Manager or any other person have to do so, the appendix 5 must be filled, stamped and signed by the National Federation President or Secretary General and given to the LOC/FIG at the time of accreditation.

Transferable access cards (TAC)

According to the FIG Accreditation Rules, during the competition days, coaches and medical personal will need to present a TAC to access the Competition Area (Field of Play – FoP – Zone 1). HD/TM will need to present a TAC to access the Warm-up Area (Zone 3).

The TACs are only transferable within the NF's official delegation and appropriate function. They can only be used in conjunction with the primary accreditation card. All delegations will be allocated with a number of Zone 1 and Zone 3 TACs, respecting the FIG Accreditation Rules.

Lost or stolen transferable cards shall not be replaced.

6. **NOMINATIVE REGISTRATIONS**

On-line Nominative Registrations

Please note that the order in which the nominative entry form is completed is used to determine the place of the units (pairs, trios) for their country and the number in the starting order. Please refer to the drawing of lots (see Appendix 4).

The first unit submitted will be allocated number 1 (ABC1), the second number 2 (ABC2). **No changes in the order will be allowed.**

Coaches

No coaches will be accepted at these WAGC without a valid coach-sport profile at the deadline of the Nominative Registration. In order to be considered, the coach-sport profile (including all relevant documents) must be submitted in the FIG Database, according to the rules in force.

Music

The LOC is responsible for complying with the local laws of music copyright, to obtain the broadcast and online rights, and to secure and retain all clearances required with respect to any and all music or sounds played during any phase of the event.

The ClickNClear system will be used at these WAGC to upload the music of all units, to inform on the music data, and to assist NFs to ensure that all music is appropriately licenced for use in competition.

While appendix 6 of the directives (i.e., the ClickNClear “How To” document) will guide NFs, the procedure to be completed by **4 September 2024** 23:59 CET at the very latest can be summarized as follows:

- The link to access the ClickNClear system for these WAGC is:
Team/Athlete Signup Link
- NFs will be required to create an account and add their unit(s).
- NFs will be asked to upload the music for their unit(s)
- NFs will be able to provide a music license agreement and supporting information for each of their unit(s)
- Information will be given to check whether the unit’s music has been properly licenced.

For technical support, contact support@clicknclear.com.

During podium training, NFs will be able to verify that the music for their units is correctly played.

Fines

The fines after missing the registration deadlines or after late registrations are as follows (as per the FIG TR, Section 1, Reg. 11.1.2):

Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF 1,000
---	-----------

Change of start list

- If a gymnast is injured or falls ill before the arrival at the place of the competition (i.e. in the period between the nominative registration and the accreditation), they may be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately via the [following link](#).
- In the case of injuries or illness between the time of accreditation and 24 hours prior to the beginning of the respective qualifications, the NF is allowed to change accreditations. The injured or ill gymnast must return his/her accreditation and another gymnast may be accredited. The FIG and the LOC must be informed immediately via the [following link](#).

- A gymnast may be replaced up to 60 minutes prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG / LOC medical doctor). The substitute must take exactly the same place as the replaced gymnast. The FIG and the LOC must be informed immediately via the [following link](#).

In all above-mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).

- After 24 hours prior to the beginning of qualification, no accreditations can be changed. The 24-hour period is from the start of the day of the respective qualification.
- If an NF withdraws a gymnast/unit from the qualification round, this place in the starting order will not be taken by the next gymnast from the same NF. e.g. if ABC1 is withdrawn the ABC1 place will remain “empty”.

7. VENUE

For general layout of the Offices and “back of the house”, Training and Warm-up area, Field of Play (FOP), please see Appendix 1.

Please note that the entire venue complex is a non-smoking area.

8. TRAINING

Please refer to Appendix 2.

The training schedules for the event are provisional and can be adjusted after the Nominative deadlines.

Changes to the official scheduled training hours will not be accepted and delegations must respect the designated training times and the allocated areas.

Podium training

The podium training sessions will be held in accordance with the published schedules.

During the podium training sessions in the official competition hall, the original music, as uploaded to the ClickNClear platform, will be played.

In order to be well prepared and not lose time, each NF is requested to fill in the attached “Order for training” form via the [following link](#) no later than the accreditation time.

9. COMPETITION

General Principles

The Competition Director and the Floor Manager will be in charge of the competition, warm-up, and training areas. All instructions given by them must be strictly observed (i.e. in relation with the marching in and out, Kiss & Cry, etc.).

During competition on the FoP, gymnasts, coaches and judges are prohibited from using any electronic device to talk, transmit or receive messages (mobile phones, mini-notebooks, computers, smartwatches etc.) or use any camera or video device.

The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

Drawing of Lots and Starting Order

Based on the drawing of lots, the starting order in the different categories has been established. The starting order per units will be according to the nominative registrations made by the NF, where the units are written down from 1 to 2.

The starting order will be confirmed after the arrival of the nominative registered gymnasts in Guimarães.

After the qualifications, a list of the qualified units for the finals will be published at the SID and will be sent to the HD.

The FIG, in consultation with the TC and the LOC, reserves the right to apply minor adjustments to the draw and starting order after the nominative registrations received in order to avoid illogical competition schedules.

Competition Schedules

Please see Appendix 3.

Announcements & Roll Calls

During the competitions, the announcements will be made in English and Portuguese.

The first call will be conducted in the warm up hall 7 minutes prior to the start of the respective competition. The second roll call will be conducted at the entrance of the competition hall 3 minutes prior to the start of the respective competition. The gymnasts must remain in position and may not leave within these 3 minutes.

The competitions will be held in accordance with the FIG Technical Regulations including Section 5 for Acrobatic Gymnastics, Art 4 and FIG Acrobatic Gymnastics Code of Points.



Please note that at these World Age Group Competitions, the start signal for the gymnasts is when the Chair of Judges Panel give permission to start, after the identification of the unit is announced by the speaker.

10. CEREMONIES

Opening Ceremony

Please refer to the general schedule for the date and time of the Opening Ceremony.

Further detailed information will be given during the Orientation Meeting. No gymnasts are required to participate in the Opening Ceremony.

The Judges', Coaches' and Athletes' Oath will be read during the Opening Ceremony according to the Technical Regulations, Reg. 7.12.

Presentation of the Finalists:

The LOC will make a presentation of the finalists (in all categories) before the respective finals. More information will be given at the orientation meeting.

Award Ceremonies

All award ceremonies will take place according to the General Programme and will be carried out in accordance with the FIG Regulations for Award Ceremonies.

The gymnasts requested to attend the award ceremonies are:

Individual (units)

Units ranked 1st to 3rd

The gymnast(s) must be on time for the award ceremony as advised according to the schedule. A unit who is absent with unjustified reason will be disqualified.

Dress code: national tracksuit

The national flags of the best 3 units per category will be hoisted and the national anthem of the winner will be played.

After the playing of the national anthem, gymnasts are requested to face all directions, together, to allow photographers to take photos of all medallist.

Official Closing

The official closing ceremony will take place after the last award ceremony (JWCH).

11. FIG CERTIFIED APPARATUS

Manufacturer Supplier: ZHEJIANG SPORTING GOODS CO., LTD., (GAOFEI BRAND)
Colour: Light blue
FIG ID: 544
Supplier Reference: V2217
Safety Mats (for MG) 223 (FIG ID)

12. SUPERIOR JURY, JUDGES' PANELS, and JURY of APPEAL / COMPETITION SUPERVISORY BOARD

Superior Jury

The Superior Jury will consist of the ACRO Technical Committee, as follow:

- President: Rosy TAEYMANS
- Assistant: May MILLER (athletes' representative)
- Artistry: Bernardo TOMÁS
- Artistry: Wieslawa MILEWSKA
- Execution: Frank BOEHM
- Execution: Irina NIKITINA
- Difficulty: Nikolina HRISTOVA
- Difficulty: Yurii GOLIAK

Jury of Appeal and Competitions' Supervisory Board

The Jury of Appeal is:

- President: Youssef AL-TABBAA

and two persons (members) to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the category concerned will be nominated.

Judges (All)

Only judges with the appropriate and valid category of brevet for their function for this XV Cycle (2022-2024) will be authorised to judge in these WAGC.

Judges are requested to arrive in Guimarães the day before the Judges' Meeting and to be available until the last day of the competition. Judges not taking part at the Judges Meeting/Instructions/Briefings will not be able to integrate the panels.

All judges will be "labelled" according to their nationality, i.e. they are presented as representing their NF on the scoreboards, on printed judges' lists and results, in TV graphics, etc.

Chairs of Judges Panels

The Chairs of Judges' Panels were drawn by the ACRO-TC.

Panel A – Carine CHARLIER (FRA)

Panel B – Carisa LAUGHON (USA)

Difficulty judges

All D Judges were drawn by the ACRO TC.

Panel A – Leonid VINNITSKY (ISR) / Karolina KOWALCZYK-KAMINSKA (POL)

Panel B – Flavia DI MICELI (ITA) / Andrea ALTON (HUN)

Execution, Artistry, Time and Line judges

All E and A judges together with the line and time judges (seated at the technical table) and reserve judges for the respective qualifications and finals will be drawn by the ACRO TC, in Guimarães.

In the draws of judges for the finals, if possible, only judges whose federations are not represented in the final will participate.

For all draws, priority will be given to the highest ranked judges present at the competition.

13. **SCORING and LIVESTREAM**

Acro Companion will provide the official scoring equipment and instant replay video control.

The LOC will provide a livestream on the GTV platform: <https://www.ginastica.tv/>

14. **INQUIRIES**

As per Art. 8.5 of the Technical Regulations, inquiries for the difficulty scores are allowed, provided that they are made verbally immediately after the publication of the score or at the very latest before the score of the following unit (of the same event) is shown. For the last unit, this limit is one minute after the score is shown on the score board.

The person designated to receive the verbal inquiry (Inquiry Officer) has to note the time of receiving it and this starts the procedure. Only the accredited coaches in the competition area are entitled to submit an inquiry. The expected score **must** be mentioned on the inquiry form for the inquiry to be accepted. An area close to the Kiss & Cry where the coach of the competing unit can see the score of the exercise will be designated. Late verbal inquiries will be rejected.

An NF is not allowed to submit an inquiry for scores of a gymnast/unit from another NF. Inquiries for all other scores (i.e execution, artistry/score, etc.) are not allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and requires an agreement of payment of CHF 300.- for the first inquiry, CHF 500.- for the second inquiry, CHF 1'000.- for the third and all subsequent inquiries, lodged by the same Federation throughout the WAGC (and not starting from "1" at each competition phase).

Federations shall not pay cash as cash money is not allowed on the FOP.

Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

Every inquiry must be examined by the Superior Jury and a final decision which may not be appealed must be taken at the very latest:

- at the end of category for the Qualifications

-
- before the score of the following unit is shown for the Finals

After review of the inquiry, should the final score be higher, this sum will not be invoiced by FIG to the Federation. However, should the final score remain unchanged or be lower, the sum will be invoiced and transferred to the FIG Foundation for Solidarity.

15. MEETINGS and INSTRUCTIONS

Please refer to the general schedule for the specific timing and locations.

Orientation Meeting

Important information about the organization of these WAGC will be given by the LOC and the FIG. This meeting will be held exclusively in English. Participation is compulsory as per TR, Section 1, Reg. 5.11. Failure to attend this meeting without good reason will result in a sanction of CHF 1,000.- against the NF, to be paid to the FIG. Delegation representatives must attend, with a maximum of 2 accredited members per delegation, including the HD or his/her representative.

The participants will be able to ask their questions at the end of the meeting.

Judges who wish to attend the orientation meeting will be considered as part of the 2 delegation members and may not represent their country.

If delegation consists solely of gymnasts and a judge, at least one gymnast must attend the orientation meeting.

Judges' Instructions Meetings, Briefings and Draw

All registered judges are required to take part in the judges' meeting, subsequent instructions and briefings.

The judges must respect the dress code mentioned in the Code of Points and the General Judges' rules.

Superior Jury (TC) Meeting and Video Analysis

A continued evaluation of the judge's work will be carried out by the Superior Jury. This will be done by observation and scoring during the competitions and by a global video analysis after the competitions by the responsible members of the Superior Jury.

Acro Companion instruction

The scoring Instruction will be held on the judges' podium. For specific timing, please refer to the general schedule.

16. TRANSPORTATION and VISA

Please refer to the directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and Deadlines. For earlier or later departures, please contact directly the LOC in order to discuss the local transportation possibilities.

Arrivals

The LOC personnel will be present at all arrival points with greeting signs to welcome the Delegation members. Delegations will be requested to make their ways to meet with them.

Upon arrival, all the delegations will be informed of the time of accreditation assigned for them according to the Accreditation schedule made by the LOC.

Departures

For those entitled, transportation will be coordinated by the LOC from the official hotels to the departure area based on the information collected from the Delegations and confirmed by the Head of Delegation during the accreditation. A detailed schedule for departures will be via WhatsApp group.

Accreditation cards will not give the possibility to use the public transports in Guimarães.

Transportation Managers will be present at the accreditation center. The transport office phone number (printed on the back of each delegate's accreditation card) is: +351 926 242 558

International Transportation

Travel to Porto will be at each delegation's own expense. The FIG and the LOC strongly recommend that each NF takes out a cancellation insurance for their international transportation.

Arrival in and departure from Guimarães

Accredited team delegations who:

- will arrive and depart on the official arrival and departure dates (Porto Airport)
- have filled-in the online LOC platform

will be provided with local transport from:

- "Francisco Sá Carneiro International Airport" in Porto (IATA code - OPO).
- Guimarães Railway Station

to the official hotels based on the information received.

The LOC will contact the NFs which have not finalized the procedure.

This service will be guaranteed by the LOC. Upon receipt of the travel information, further instructions will be provided to the delegations as required.

For those Delegations or member of Delegations that do not arrive on the official arrival day as mentioned on the general schedule, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

Buses will be available for the local transportation of all accredited persons from the official hotels to the training, warm-up, and competitions venue (following the competition, warm-up, training and meeting schedules) as well as to any other official activities and back as needed.

Buses timetables will be provided to the Heads of Delegation upon arrival and will also be available at the Information desk and on the information boards at the venue.

17. INSURANCE

Please refer to the directives for details on the insurance policy.

Please also refer to the document provided by the FIG for Athletes and Judges on the First-Class Assistance published on the [FIG website](#).

18. ACCREDITATION

Principle

Please refer to point 5 of this work plan.

Accreditation center

The accreditation centre is located at the venue – Multiusos (MU) de Guimarães

Opening time: half an hour before the first activity each day, to half an hour after the last activity ends.

No additional accreditations may be issued without the prior approval of the FIG (for changes after the on-line nominative registration please use the [following link](#)).


Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

If a delegation decides to complete the accreditation procedure at another moment than scheduled by the LOC, the LOC will try to help as much as possible. The LOC however will give priority to those countries who arrive at the agreed time and those delegations who fulfilled their financial obligations.

Your Federation will be asked to upload pictures of your delegation members.

The system is now open to receive your nominative registration from the FIG office.

Your federation already receive the login and password to access t

 If a photo has to be taken during the accreditation because none has been sent by the deadline or not sent in the requested format, there will be a charge of EUR 50.- for each photo taken at the accreditation desk. **The LOC will contact NFs which have not finalized the procedure.**

Member profiles submitted without a photo will not be handled with priority. You may have to wait at the accreditation center.

Please note that nominative registrations as well as any kind of modifications within the delegations (name changes, function changes etc) must be submitted via the FIG online platform to be official.

If there are any changes, the definitive work plan, starting order, and schedules will be sent to the HD on the email address and WhatsApp number provided at the accreditation.

The NFs are requested to submit passport copies of each member of their delegation to the LOC online via the LOC/Acro Companion platform.

The LOC will contact the NFs which have not finalized the procedure.

Control and distribution of the required material

Upon accreditation HDs or their representatives (max. 2 people) will be requested to:

- check the correct names of their complete delegation members
- present to the LOC a valid passport of all delegation members for proof of identity and control of nationality **as well as for anti-doping purposes for all gymnasts**
- confirm the NF contact details onsite (email address and mobile phone number) for proper delivery of the start lists, judges lists and results)
- provide a phone number (HD, or other responsible person) connected to WhatsApp
- hand in copies of the gymnasts' passports (if not uploaded online to the LOC system)
- prove the fulfilment of all financial obligations to the LOC and finalize the necessary payments if needed (i.e. insurance, additional accreditation, etc.)
- verify the accommodation and meal requirements
- show proof of the cover note or photocopy of the valid insurance policy **in English**
- confirm the accuracy of the national anthem and national flag presented by the LOC, and sign the relevant form
- hand in 1 (one) back up USB) for safety reasons or in case of technical problems

The HD/delegation members must bring their own workplan and any other appendices.

19. ACCOMMODATION

Please refer to the directives for details on the selection of official hotels, locations, payments coordinates and cancellation policy, including deadline for submission and payment.

Check In Procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary information to the LOC online digital platform. The room keys and hotel information will be distributed to the delegation upon their hotel check-in.

Credit cards imprints may be made to cover all incidental costs during the individuals' stay. Room keys will not be issued until all the requirements of accreditation have been fulfilled and all payment finalized.

Check-in time at official hotels is 14:00.

The check-in times of the respective hotels must be strictly respected.

Check out Procedures

All extra services at the hotel should be paid by the delegations during the check-out. Delegations will be responsible for all extra costs incurred.

The check-out time at official hotels is 12:00.

The LOC recommend to do the respective check out at least one hour before the scheduled transportation to the airport.

20. MEALS

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures as well as cancellation policy, including deadline for submission and payment.

The LOC will contact the Federation which have not finalized the procedure.

Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing provided that the delegations sent their meal request on due time:

- Breakfast from 06:00 to 10:00

At the Multiusos Guimarães:

- Lunch from 11:30 to 14:00
- Dinner from 18:00 to 20:30

The LOC will provide the delegations with free water bottles in the training and in the warm-up hall. The LOC will provide the judges with refreshments in the judges' room throughout the event.

Farewell

There will be no farewell party.

21. MEDICAL SERVICES AND INSURANCE

The medical service is provided by the LOC according to the [Medical Organization of the FIG Competitions and Events](#).

Please refer to the directives for details on the insurance policy.

Upon accreditation, the document "Medical and anti-doping practical information" will be sent by email to each delegation. It contains information regarding the access to medical care and includes useful contact details in case of emergency.

22. DOPING CONTROLS and THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, doping controls will be organized by the International Testing Agency (ITA) on behalf of FIG and according to the valid WADA Code, Standards and FIG Anti-Doping Rules. The doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her NF, to submit his/her request to the FIG no later than 30 days before the start of this competition. No TUE request will be accepted nor approved on the spot, except for duly justified emergency cases. Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org

23. MEDIA ACCREDITATION and ACCOMMODATION

Media representatives of FIG member federations

The FIG delivers a limited number of media credentials (max. 2 ES-F and 1 EP-F) per federation to the communications staff of FIG member federations.

Media representatives as well as NF communications staff can register online at <https://media.gymnastics.sport> in order to request media credentials for the WAGC. In addition, NFs are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org.

Open from 30 July – 29 August 2024.

The FIG Accreditation Rules and Media Rules have to be strictly respected.

In case of necessity for Media accommodation, please contact the LOC at events@esatourgroup.com

24. MEDIA POSITIONS

Mixed zone

After podium training sessions and competitions, gymnasts must exit the FoP through the mixed zone. NFs are responsible for the proper and timely appearance of their medallists in the mixed zone.

While there is no obligation for a gymnast to agree to the interview requests, cooperation with the press is most appreciated.

According to the FIG TR, Reg. 4.11.15, any NF whose athletes do not appear as stated above will be fined for each infraction. The amount of the fine has been fixed by the FIG Council at CHF 2,000.

To help gymnasts to talk to the press, each participating NF may ask for one mixed zone card.

Training halls

No media are allowed in the training halls.

Warm-up halls

No media are allowed in the warm-up halls.

Podium training

All accredited media representatives have access to the official podium training sessions in the designated zones (photographer positions and media tribune). ENR card holders are accepted with cameras.

Kiss and Cry Area

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

Medal ceremonies

After the playing of the national anthem, gymnasts are requested to face all directions, together, to allow photographers to take photos of all medallist.

25. PRESS CONFERENCES

Opening and closing press conferences

No opening or closing press conferences will be held at these WAGC.

Medallist press conferences

No medallist press conferences are planned for this event.

26. PUBLICITY ON COMPETITION ATTIRE

Please refer to the directives.

27. ATHLETES PHOTOS FOR IMPROVED SPORTS PRESENTATION

The LOC has developed a system allowing to use athlete profile photos for improved sport presentation during our WAGC events.

The images will be displayed on the scoreboards and video screen in the competition hall, during the TV broadcast and on the FIG website under the athlete biographies.

In order for us to promote your athletes and sponsors in the best possible way, an official and compulsory athlete photo session for all gymnasts will be organised during podium training on **9, 10 and 11 September 2024**.

All gymnasts are requested to follow the volunteers after their podium training session for their photo to be taken at the dedicated area.

The athletes are requested to wear their national track suit and any visible branding must meet the FIG Advertising Rules.

28. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS

From the event's official date of arrival until the official day of departure, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or email a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

There will be one LOC Safeguarding Officer as well as one person from the FIG.

The FIG contact number is +37 254 442 282 and will be reachable from the accreditation day as well as via WhatsApp.

The LOC Safeguarding contact is: Mrs. Josefina CRUZ +351 937 653 177

In addition, posters of the "10 Golden Rules of Gymnastics" – the FIG campaign to raise awareness about youth protection in gymnastics - will be displayed in several locations, including training and warm-up halls and public zones.

The information regarding the LOC Safeguarding Officer will be communicated upon arrival of the delegations and at the Orientation meeting.

29. SPONSOR ACTIVATION AREA

There will be a dedicated area for sponsors, near the spectators' entrance.

30. WEBSITES and SOCIAL MEDIA

FIG website: <https://www.gymnastics.sport>
Facebook: <https://www.facebook.com/fig.gymnastics>
Instagram: <https://www.instagram.com/figgymnastics/>
Youtube: <http://www.youtube.com/@gymnasticschannel>
TikTok: <https://www.tiktok.com/@figgymnastics>
WhatsApp: <https://whatsapp.com/channel/0029VaC2pcsJuyAA3Ce6nn2O>
X: <https://x.com/gymnastics>

LOC website: <https://www.ginastica.org/>
Facebook: <https://www.facebook.com/ginasticaportugal>
Instagram: <https://www.instagram.com/ginasticaportugal/>
YouTube: <https://www.youtube.com/channel/UCDzgHYmFxjfg7A-CfM2Nsw>

X: https://x.com/i/flow/login?redirect_after_login=%2Ffgp_ginastica
GTV: <https://www.ginastica.tv/>

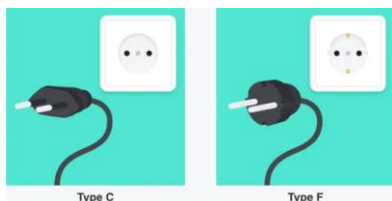
31. **INFORMATION GUIMARÃES**

Currency:

The currency in Portugal is the Euro (EUR)

Power supply:

Voltage 220 volts; frequency 50 Hz. An adapter might be needed.



(plug type C and F)

Time Zone: UTC +1

Temperature in September

Average minimum: 16 °C

Average maximum: 27 °C

32. **SUMMARY OF REMAINING DEADLINES**

For the FIG	Deadline
Nominative Registrations	14 August 2024
Online Publicity (not compulsory)	29 August 2024
Media Accreditation	29 August 2024

For the LOC	Deadline
Travel Schedule (Arrivals / Departures)	14 August 2024
Accommodation & Meal Costs (Final Payment)	14 August 2024
Accreditation at the charge of the Delegations or the FIG Authority	12 June 2024

Lausanne, 8 August 2024

Fédération Internationale de Gymnastique



Nicolas Buompane
Secretary General

List of Appendices

- Appendix 1: Layout of FOP, Offices and “back of the house”
- Appendix 2: Training Groups / Training Schedules
- Appendix 3: Competition Schedules
- Appendix 4: Drawing of Lots
- Appendix 5: Release Accreditation Form
- Appendix 6: ClicknClear “How to”

(end of document)