

WORKPLAN



FIG ACROBATIC WORLD CUP

RZESZÓW – POLAND

7 – 9 OCTOBER 2016

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1. **GENERAL INFORMATION**

The competition will be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these World Cup Rules for Acrobatic Gymnastics:

Statutes

Technical Regulations

Code of Points

Judges Rules and Code of Ethics

Medical Organization of the Official FIG Competition

Doping Control Rules

FIG Media Rules

FIG Apparatus Norms

FIG Advertising and Publicity Rules

Regulations for Awards Ceremonies

and subsequent decisions of the FIG Executive Committee

2. **COMPETITION VENUE**

Sport Hall in Rzeszów, Podpromie Street 10

3. **FEDERATION INTERNATIONALE DE GYMNASTIQUE (FIG)**

Fédération Internationale de Gymnastique (FIG)

Contact Person: Rui Vinagre

Avenue de la Gare 12

1003 Lausanne (Switzerland)

W: +41 (0) 21 321 55 10 / Direct +41 (0) 21 321 55 32

e-mail: rvinagre@fig-gymnastics.org

website: www.fig-gymnastics.com

Technical Delegate FIG Nikolina Hristova

4. **ORGANISING FEDERATION**

Polski Związek Akrobatyki Sportowej

ul. Ratuszowa 11, 03-450 Warszawa

Contact person: Wiesława Milewska

W: + 48 570 990 303

e-mail: kontakt@pzg.pl

website: <http://pzg.pl/>

5. LOCAL ORGANISING COMMITTEE (LOC)

Podkarpacki Okręgowy Związek Akrobatyki Sportowej
 Pułaskiego Street 13 a, 35-011 Rzeszów
 Contact person: Tadeusz Kaplita
 e-mail: _acro.rzeszow@gmail.com
 website: <http://akrobatyka.rzeszow.pl/>

President	Barbara Stanisławiszyn
LOC President	Tadeusz Kaplita
Competition Manager	Grzegorz Bielec
Financial Manager	Tadeusz Kaplita
Administration Manager	Eliza Kaplita-Wójcik
Accommodation Manager	Tadeusz Kaplita
Transport Manager	Karol Wójcik
Medical Responsible	Ewelina Fijolek
Infrastructure and Security Manager	Andrzej Sokołowski
Press and Communication Manager	Kinga Tronina-Rak
Catering Manager	Karol Wójcik

6. PROVISIONAL PROGRAMME

Day	Date	Hours	Programme
Wednesday	5 th October	All day	Arrival delegations
			Free training
Thursday	6 th October	16h00	Judge Meeting
		14h00 - 19h00	Podium training World Cup
		19h00	Orientation meeting
Friday	7 th October	16h00	Start warming up
		17h00 - 18h30	Qualifications 1 st exercise World Cup
Saturday	8 th October	16h00	Start warming up
		17h00 - 18h30	Qualifications 2 nd exercise World Cup
Sunday	9 th October	14h00	Start warming up
		15h00 - 16h00	Finals World Cup
		16h15 - 16h45	Award Ceremony
		20h00	Farewell Party
Monday	10 th October	All Day	Departure of Delegations

7. **ACCREDITATION**

Accreditation Centre

Each delegation will be taken to the accreditation desk at the competition venue upon arrival.

The following items will be checked there:

- FIG license
- Total payment of participation
- Insurance: Every delegation member needs a valid insurance against illness, accidents and repatriation for all the members of their delegation (cover note or photocopy of the valid policy)
- National flag: Delegations are requested to bring in their national flag at the accreditation.
- Transport – confirmation of departure
- Check correct names of delegations
- Present passports of all competitors and judges for the control of nationality and age.

The definitive work plan will be given to the Head of Delegation on accreditation.

When all the commitments are fulfilled, you will receive the accreditations for your delegation. An accreditation is personal, non-transferable and compulsory to receive access to the training & competition hall, the lunch & dinner hall and the farewell dinner. All participants and officials are required to wear their accreditation at all times!

In case you lose your accreditation, you will have to buy a new one! (€ 100).

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 their coaches / medical staff with transferable access card.

As far as the number of accreditations per federations is concerned, the rules will be strictly applied. No further accreditations may be issued.

8. **INFORMATION DESK**

The Information and the Technical Desk (located in the Competition Hall) will be staffed daily. If you have questions about your stay or about the competition, you can ask them here!

9. **MAIL BOXES**

Daily information and results will be delivered in the Delegation's mail boxes. Only the Head of Delegation will be entitled to retrieve mail from the box.

10. **MUSIC**

Please send the music in mp3 format to acro.rzeszow@gmail.com **deadline is Wednesday, the 5th of October** or hand in one copy of each exercise to the LOC at accreditation – **deadline is Wednesday, the 5th of October**. Each music file have to contain the following information: Nation_Number (1 or 2)_Exercise (B, D, C)_Category (MP, MxP, ...)_Last Names gymnast (For example: POLL_1_B_MxP_Tronina-Klesyk).

During training you need a personal copy of your music on CD. In case of any technical problems during the competition, the LOC may ask your music on CD.

The Head of Delegation or the coach will be requested to sign one form on behalf of the competitor: A confirmation that the music used does not violate any copyrights and that it can be broadcast within sports.

11. **TARIFF SHEETS**

Please send the tariff sheets in .pdf format to worldcupmusic@fiac.be acro.rzeszow@gmail.com – **deadline is Wednesday the 5th of October**. Or hand in one copy of each exercise to the LOC at accreditation – **deadline is Tuesday the 6th of October** at latest.

12. **ORIENTATION MEETING**

The Orientation Meeting will take place on Thursday, the 6th of October (19h00) at the competition venue. This meeting is intended for the Heads of Delegation and Team Managers. Participation is compulsory. The actual and updated competition plan will be distributed accordingly.

13. **JUDGES**

Judges' meeting (at the competition venue)

- | | |
|--|-------|
| - Thursday – 6 ^h of October, 2016 | 16h00 |
| - Friday – 7 ^h of October, 2016 | 16h15 |
| - Saturday – 8 ^h of October, 2016 | 16h15 |
| - Sunday - 9 ^h of October, 2016 | 14h15 |

Judges' instruction meeting

The judges' instruction (for all judges) will take place after the judges' meeting on Thursday, the 6th of October at the competition venue.

An additional, special judges' instruction for the DJ and CJP will take place on Thursday, the 6th of October at the competition venue

The judges' instruction is compulsory. Judges not participating will not be allowed to judge. The instructions will be given by members of the Acrobatic Gymnastics Technical Committee. All judges are excepted to participate in the evaluation of the Tariff sheet.

Judges' panels / draw

The judges' panels are set up by a draw - directed by the FIG Technical Representative - from the judges present at the event. Priority will be given to the judges of the highest category.

Each participating federation must provide minimum one judge. Failure to do so will result in a fine of Swiss Francs 2'000,00. For requirements see the Specific Judges' Rules.

Superior Jury

Technical delegate FIG: Nikolina Hristova

14. PODIUM TRAINING

Podium training – 6th of October, 2016

Groups	National federation	Warm up Floor C 30 min		Warm up Floor B		Podium training Floor A	
		IN	OUT	IN	OUT	IN	OUT
Group 1	RUS (3) KAZ (2)	14h30	15h00	15h00	16h00	16h00	17h00
Group 2	BLR (4) USA (1)	15h30	16h00	16h00	17h00	17h00	18h00
Group 3	POL (5)	16h30	17h00	17h00	18h00	18h00	19h00

15. ATHLETES' MEASUREMENTS

The athletes' measurement will take place on Thursday, the 6th of October after the podium training of each national federation at the sports complex (time according to the schedule). All competitors are requested to present themselves with their accreditation card. Failure to present will result in a penalty from each exercise and an official sanction. Athletes are measured in bare feet wearing T-shirt or competition attire.

Groups	National federation	Athletes' measurement
Group 1	RUS (3) KAZ (2)	17h05
Group 2	BLR (4) USA (1)	18h05
Group 3	POL (5)	19h05

16. WARM UP & COMPETITION

Day	Date	Hours		Programme
Friday	7 th of October	16h00		Start warming up
		17h00	18h30	Qualifications 1 st exercise World Cup
Saturday	8 th of October	16h00		Start warming up
		17h00	18h30	Qualifications 2 nd exercise World Cup
Sunday	9 th of October	14h00		Start warming up
		15h00	16h00	Finals World Cup
		16h15	16h45	Award Ceremony

17. OPENING AND CLOSING CEREMONY**Opening Ceremony**

There will be an opening ceremony just before the start of the qualifications.

Closing Ceremony

No Closing Ceremony will be held.

18. MEDAL AWARD CEREMONIES

Only the medal winners will be invited to participate in the medal Award Ceremony. Competition attire must be worn.

No prize money and World Ranking Lists points will be given, if there are less than 4 participating Member Federations per category.

19. FLOORS / COLOUR

Gymnastics floors:	Janssen-Fritsen
Colour:	Blue
Colour of the backdrop:	Blue

Two floor for the trainings / warm-ups and one for the competition hall will be available.

All trainings, podium trainings, and competitions will exclusively be held as indicated in the aforementioned schedule attached to the Workplan.

20. OFFICIAL HOTELS

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

Check-in procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary forms. 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.

Check-out procedures

In principle, a copy of the individual account of each delegation member will be available the day before departure. After confirmation, the balance due will have to be paid in full upon check-out. Delegations will be responsible for all hotel costs incurred, including all extra costs (such as hotel services, laundry, room service, mini-bar, parking, paid TV movies, telephone calls). Any damages made to the Hotel facilities will be the exclusive responsibility of the Delegation concerned.

21. MEALS

Breakfast and dinner will be served at the hotel. Lunch will be served in the competition hall. Entry to the catering area will only be possible with the official accreditation or with purchased meal tickets. Full board is included in accommodation packages.

Tickets for meals (€ 10/person/meal) can be ordered through the OC.

22. FAREWELL PARTY

All delegations who have booked their accommodation through the OC, are invited to participate without additional payment.

Extra tickets will be available at the LOC office at 30,00 € per person. Requests for extra tickets can be made until Friday, the 7th of October.

23. TRANSPORTATION and VISAS

Please refer to the directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and Deadlines.

Arrivals

Based on the received travel schedules, the LOC personnel will be present at the arrival points with greeting signs. The Delegations will be requested to make their ways to meet with them.

Please refer to the directives for further details on Arrivals

Departures

If entitled, local transportation will be coordinated by the LOC from the Official Hotels to the departure area based on the information collected from the delegations. Each delegation will be asked to confirm the departure details of their members at Accreditation. A detailed schedule for departures will be distributed via the Delegation Mail boxes.

Please refer to the directives for further details on Departures

Shuttle

Shuttle timetables will be provided to the Head of Delegation or his/her Substitute upon arrival and will also be available at the Information Center and on display at the official hotels. The schedule will strictly be followed by the drivers. Please be on time at the required place for the pick-up.

24. MEDIA-PRESS

OC responsible press : Kinga Tronina-Rak

The valid FIG Media Rules will be followed.

25. SEATING FOR DELEGATIONS

A special area in the competition area will be reserved for the Delegations. Please note that all Delegation members must be seated in this designated area.

26. VIDEO RECORDING

All exercises of the competition will be record in a quality which allows to judge the exercises.

Only the cameras of the organisation are allowed in the Competition Hall. Video Recording is not permitted in the Competition Venue from the spectators' seating.

27. BANK ACCOUNT INFORMATION

Bank info:

BANK PKO BP, Oddział 1 Rzeszów, ul. 3 – go Maja 23

SWIFT – BPKOPLPW

IBAN – PL 04 1020 4391 0000 6102 0074 5083

BENEFICIARY NAME – Podkarpacki Okręgowy Związek Akrobatyki Sportowej w Rzeszowie

LOC President – Mr Tadeusz Kaplita

