

4 | WORLD GYM FOR LIFE CHALLENGE REGULATIONS

SECTION 4: WORLD GYM FOR LIFE CHALLENGE REGULATIONS

Preamble		6
Article 1	World Gym for Life Challenge Objectives	6
Article 2	Powers	6
Article 3	Implementation	7
3.1	Awarding of the Hosting Rights for the World Gym for Life Challenge	7
3.2	Frequency	7
3.3	Duration	7
3.4	Limitations	7
3.5	Language	7
Article 4	Bid Procedures	7
Article 5	World Gym for Life Challenge Scope and Program	8
5.1	Opening Ceremony	8
5.1.1	Venue	8
5.1.2	Presentation	8
5.1.3	Speech	8
5.1.4	Official opening	8
5.1.5	Performance	9
5.1.6	Working Group, Opening Ceremony	9
5.1.7	Task, Working Group	9
5.2	The Contest	9
5.2.1	Venue	9
5.2.2	Age	9
5.2.3	Time/Music	10
5.2.4	Number of gymnasts in a group	10
5.2.5	Number of performances	10
5.2.6	Area	10
5.2.7	Rehearsal	10
5.2.8	Warm up	10
5.2.9	Categories	10
5.2.10	Evaluation	10
5.2.11	Results	11
5.2.12	Working Group, Contest	11
5.2.13	Task, Working Group	12
5.3	The World Gym for Life Gala	12
5.3.1	Venue	12
5.3.2	Participation	12
5.3.3	Evaluation	12
5.3.4	Award Ceremony	13
5.3.5	Working Group, Gala	13
5.3.6	Task, Working Group	13
5.4	Workshops	14
5.4.1	Venue	14
5.4.2	Time	14

5.4.3	Working Group, Workshops	14
5.4.4	Task, Working Group	14
5.5	Show Performances	14
5.5.1	Venue	14
5.5.2	Time and Content	15
5.5.3	Working Group, Show Performances	15
5.5.4	Task, Working Group	15
5.6	Closing Ceremony	15
5.6.1	Speech	15
5.6.2	Next organiser	15
5.6.3	Closing speech	15
5.6.4	Working Group, Closing Ceremony	15
5.6.5	Task, Working Group	15
Article 6	Participation, Registration and Payment	16
6.1	General	16
6.2	Responsibility and supervision	16
6.3	Participation Possibilities	16
6.4	Registration Process	16
6.4.1	Invitation and Newsletters	16
6.4.2	Notification of interest	16
6.4.3	Provisional registration	17
6.4.4	Definitive registration	17
6.4.5	Payment	17
6.4.6	Official guide with overall schedule	17
Article 7	Accreditation	17
Article 8	Apparatus	18
8.1	Apparatus	18
8.2	Transportation and storage of brought apparatus	18
Article 9	Accommodation, Catering and Transportation	18
9.1	Accommodation	18
9.1.1	Costs	18
9.1.2	School accommodation, location	18
9.1.3	Capacity per classroom	18
9.1.4	Sanitary facilities	18
9.1.5	Sleeping supplies	18
9.1.6	Extra facilities	18
9.2	Catering	19
9.2.1	Costs	19
9.2.2	Breakfast	19
9.2.3	Hot meal	19
9.3	Transportation	19
9.3.1	Costs	19
9.3.2	Transportation from and to airport	19

9.4	Working Group, Logistics	20
Article 10	Medical Services, Insurance and Security	20
10.1	Medical organisation	20
	10.1.1 Chief Medical Officer	20
10.2	Insurance	20
	10.2.1 Participating FIG Member Federations	20
	10.2.2 LOC	20
10.3	Security	20
Article 11	Extra Facilities	20
11.1	Meeting points and Stands	20
11.2	VIP	21
	11.2.1 VIP accreditation	21
	11.2.2 VIP area	21
	11.2.3 VIP catering	21
	11.2.4 Cost	21
11.3	Offices and other meeting rooms	21
11.4	Special events and leisure activities	21
Article 12	Responsibilities and Coordination	22
12.1	Communication and coordination FIG-LOC	22
12.2	Communication and collaboration with past LOC	22
12.3	FIG Gymnastics for All committee	22
	12.3.1 Regulations	22
	12.3.2 Head of Delegation meeting and evaluation	22
	12.3.3 Evaluation meetings	22
	12.3.4 Special cases	22
	12.3.5 Newsletters	23
	12.3.6 Budget	23
	12.3.7 Prices	23
12.4	LOC	23
	12.4.1 Rules	23
	12.4.2 Organisation and timelines	23
	12.4.3 Newsletters	23
	12.4.4 Receive registrations	23
	12.4.5 Official Guide	23
	12.4.6 Promotion	23
	12.4.7 Facilities	23
	12.4.8 Volunteers	24
	12.4.9 Logo	24
	12.4.10 Accommodation and Catering	24
	12.4.11 Medical services, Insurance and Security	24
	12.4.12 Final report, Evaluation of the event	24

Article 13	Finances	25
	13.1 All expenditures	25
	13.2 Budget	25
	13.3 Participant card	25
	13.4 Who should have a Participant card?	25
	13.5 Ticket prices	25
	13.6 Accommodation and meals costs	25
	13.7 Local transportation services	25
	13.8 Storage of brought apparatus	25
	13.9 Joint meetings with FIG- GfA committee	26
	13.10 Working Group Meetings	26
	13.11 FIG authorities costs during the event	26
	13.12 Fees to the FIG	26
	13.13 Final account	26
Article 14	Concluding provisions	26

PREAMBLE

The World Gym for Life Challenge is an International Contest for Gymnastics Groups. It is a **Gymnastics for All** event held every four years. Participation is for everybody, regardless of gender, age, race, religion, culture, ability or social standing.

The event is organised by a FIG Member Federations, in collaboration with a city and selected by the FIG Council 5 years in advance.

The FIG Member Federation, selected by the FIG Council, acts as the organising body, establishing their own organising structure, including a Local Organising Committee (LOC).

This part of the **Gymnastics for All Manual** contains the World Gym for Life Challenge Regulations and, together with the formal agreement signed by the selected host FIG Member Federation, outlines the organisation for this event.

These Regulations are written for both participating and organising FIG Member Federations.

The Regulations can also be used for national or Continental Gym for Life Challenge events.

ARTICLE 1| WORLD GYM FOR LIFE CHALLENGE OBJECTIVES

The objectives of the World Gym for Life Challenge include:

- Provide a second FIG event for gymnastic groups.
- Offer gymnastic groups the opportunity to participate in a contest and have their performance evaluated.
- Create an interesting and exciting event in gymnastics for the participants and the audience.
- Offer interesting workshops for gymnasts and coaches.

ARTICLE 2| POWERS

- 2.1 The responsibility for the World Gym for Life Challenge rests with the FIG Gymnastics for All Committee (FIG-GfA Committee) in collaboration with the selected host FIG Member Federation and their LOC.
The roles and responsibilities between these parties are detailed in the formal agreements established for the event.
- 2.2 The organising body is the host FIG Member Federation that is awarded the Hosting rights by the FIG Council. This FIG Member Federation will establish a LOC. All legal and hosting obligations of the agreement are the responsibility of the host FIG Member Federation. Where in this manual the term LOC is used, it shall, unless there is a specific provision to the contrary, be understood as including the host FIG Member Federation.
- 2.3 To ensure continuous collaboration between the LOC and the FIG-GfA Committee, members of the FIG-GfA Committee must be included in some of the Working Groups formed by the LOC.

At the joint meetings that are held between the LOC and the FIG-GfA Committee, detailed information on all subjects must be given by the LOC to the FIG-GfA Committee

2.4 The implementation of the World Gym for Life Challenge shall be governed by the following:

- FIG Statues
- World Gym for Life Challenge Regulations
- The agreement signed between the host FIG Member Federation and the FIG
- FIG Media Rules
- FIG Advertising Rules
- FIG Medical Rules
- FIG Ethic code
- FIG Apparatus norms

ARTICLE 3| IMPLEMENTATION

3.1 Awarding of the Hosting Rights for the World Gym for Life Challenge

The World Gym for Life Challenge is awarded by the FIG Council five years in advance. One FIG Member Federation will be awarded the rights to host the World Gym for Life Challenge. The location of the event will be decided at the same time.

3.2 Frequency

The World Gym for Life Challenge will be held every four years, on the odd year between World Gymnaestradas.

3.3 Duration

The World Gym for Life Challenge will last a minimum of 5 days including the Opening and Closing Ceremonies.

3.4 Limitations

The World Gym for Life Challenge must not be held in conjunction with any other Gymnastics or cultural event (e.g. national gymnastics festival, exhibition etc.).

3.5 Language

The official language of the World Gym for Life Challenge is English. A second language should then be one of the official FIG languages.

ARTICLE 4| BID PROCEDURES

All FIG Member Federations will be invited to bid to host the World Gym for Life Challenge. This invitation will be sent 6 years before the event.

The bidding Federations will receive a questionnaire outlining all the requirements. A delegation (2 persons) from the FIG-GfA Committee will visit the bidding Federations proposed host city for inspection.

All travel costs for these visits will be divided between the bidding Federations. The cost for the FIG-GfA Committee delegations board and lodging will be paid by the respective bidding FIG Member Federation.

The FIG-GfA Committee will present its conclusions and recommendations to the FIG Council. The bidding FIG Member Federations will also have the possibility to present their bid at the same FIG Council meeting. After these presentations the FIG Council will select the host FIG Member Federation.

All extra services or benefits that the bidding FIG Member Federation promises at the time of its bid, either during the inspection visit and/or at the FIG Council meeting, will be written into the agreement that is signed by the host FIG Member Federation and the FIG.

ARTICLE 5| WORLD GYM FOR LIFE CHALLENGE SCOPE AND PROGRAM

World Gym for Life Challenge shall include the following:

- 5.1 Opening Ceremony
- 5.2 The Contest
- 5.3 The Gym for Life Gala
- 5.4 Workshops
- 5.5 Show Performances
- 5.6 Closing Ceremony

5.1 Opening Ceremony

The Opening Ceremony marks the beginning of a festive, cheerful World Gym for Life Challenge and is attended by all participants.

The Opening Ceremony shall take place on the first day of the World Gym for Life Challenge and shall last for no more than one and a half hours (1.5h). Seating must include reserved seating for the active participants.

5.1.1 Venue

The Opening Ceremony can take place indoors or outdoors depending on local conditions.

Size; approx. 800 m²

Spectator seats; Minimum 5000, including reserved seats for the participants

The Ceremony program shall include the following:

5.1.2 Presentation

Presentation of the participating FIG Member Federations shall be done in alphabetical order of the dominant language of the host country, or in English. The LOC shall provide national flags and name boards of identical size. It is strictly prohibited for participants to carry any other flags, banners or publicity material. Special directives from the LOC will govern the march-in and formations.

5.1.3 Speech

A FIG representative will give a welcome speech (maximum 3 minutes including translation).

5.1.4 Official opening

A representative of the host country will give the official opening speech as per FIG guidelines (maximum 3 minutes including translation).

5.1.5 Performance

The Opening performance is created for the event under the leadership of the LOC. The definitive program is determined by the FIG-GfA Committee in collaboration with the LOC.

5.1.6 Working Group, Opening Ceremony

The LOC appoints a Working group-Opening Ceremony that is responsible for the coordination of the Opening Ceremony. The FIG-GfA Committee will designate one of its Committee members to be part of this Working Group. This member must be kept informed, about the idea, theme, content and management of the Opening Ceremony.

5.1.7 Task, Working Group

The Working group-Opening Ceremony has to prepare:

- A detailed schedule for the ceremony, (max. duration 90 minutes)
- A detailed security plan approved by the city authorities
- A detailed weather contingency plan (for outdoor event)
- Transportation of participants to and from the arena
- Gathering area and activities for the participants before the Opening Ceremony
- A detailed plan for the presentation of the participating Federations
- A detailed plan for seating of the participants and VIP's
- Technical equipment for sound and light
- Translation of the FIG and the host country speeches
- An Opening Performance specially designed for the ceremony

Any modification to the above Opening Ceremony elements requires the approval of the FIG-GfA Committee

5.2 The Contest

Each FIG Member Federation participating in the Contest should bring their national flag and national anthem on a CD. The Head of Delegation has to deliver these items to the LOC at accreditation. See 5.3.4

5.2.1 Venue

The Contest will take place indoors and either one or two performance areas can be used.

Performance area; 20m x 30m

Spectator seats; Minimum 5000, including reserved seats for the participants

The halls must meet minimum sound and lighting standards. The lighting during the contest must be the same for all groups.

The evaluation process requires wireless or cable Internet. A big screen is also necessary.

The venue must have designated seating for the Evaluators and an enclosed area for the Results Managers.

5.2.2 Age

The World Gym for Life Challenge is a Contest for groups of gymnasts of all ages and from any gymnastic discipline.

5.2.3 Time/Music

Performance must be a maximum of 5 minutes, may incorporate any gymnastic element; with or without apparatus and may be accompanied by music.

Groups participating in the "Gymnastics on or with large apparatus" category will receive extra time to prepare and secure their equipment. This will be included in the schedule.

Information about the length of each performance as well as the music must be sent to the LOC three months before the event.

The duration will be controlled when the music is received by the LOC and during the Contest.

5.2.4 Number of gymnasts in a group

The minimum size of a group is two active gymnasts. There is no maximum number.

5.2.5 Number of performances

Each group presents their performance once for evaluation. A gymnast can perform in only one group performance.

5.2.6 Area

The performance area is 20m x 30m. Depending on the number of participating groups two performance areas may be used. The two performance areas may be placed in two different halls with a sound proof wall in between.

Information about the placement of the Evaluators will be provided in one of the Newsletters.

5.2.7 Rehearsal

The LOC should offer time for rehearsal before the event. Information about this will be provided in the Newsletters. Interested groups must sign in for this in advance.

5.2.8 Warm up

The LOC will provide a schedule for the warm up. The warm-up area should be directly connected with the Performance area and should include adequate numbers of apparatus.

5.2.9 Categories

Groups can choose to participate in ONE of the following categories, which are divided by type of performance and size.

- 1a, Gymnastics & Dance, small group (20 or less gymnasts)
- 1b, Gymnastics & Dance, large group (21 or more gymnasts)
- 2a, Gymnastics on or with large apparatus, small group (20 or less gymnasts)
- 2b, Gymnastics on or with large apparatus, large group (21 or more gymnast)

To keep a category into the Contest, at least 4 groups must be registered. If only one, two or three groups are registered, the category will be incorporated into one of the other categories.

5.2.10 Evaluation

Each performance will be evaluated on the following:

- Entertainment value
- Innovation, originality and variety
- Technique, quality and safety
- Overall impression

Each criterion has an equal value of 5 points.

The evaluation will be carried out by a panel of 4 experts; each of whom has experience of different gymnastics disciplines, artistry, choreography, performance and technique. This panel is selected by the FIG-GfA Committee.

A supervisor will be appointed by the FIG-GfA Committee to oversee the evaluators before, during and after the event

After each performance the evaluators give their 4 scores (maximum 5 points/criteria) which add up to their total score (maximum of 20 point). All scores are given independently. All scores are counted (maximum 4 x 20 point).

5.2.11 Results

In each category a ranking list is created using the total score. The ranking list is used to determine the Gold, Silver and Bronze awards.

The Gold will be awarded to the groups with the highest scores. The Silver and Bronze awards are divided equally among the remaining groups.

The Gold, Silver and Bronze awards are the official results. The medals are presented to the groups in alphabetic order. The ranking list is not official and is only available to determine the final result. Only the official result will be published or communicated.

A computer software program is used to determine the final result during the contest. It is managed by a maximum of 3 persons (Results Managers). This group is selected by the FIG-GfA Committee.

All groups awarded Gold will participate in the World Gym for Life Gala. The duration of the Gala limits the number of groups that can receive a Gold award. A maximum of 14 Gold awards will be discerned among the different categories. The number of Gold awards per category will depend on the number of groups in each category.

Each gymnast receives either a Gold, Silver or Bronze medal and each group receives a certificate.

5.2.12 Feedback

A group of 3-4 persons, each with recognised expertise in different gymnastics disciplines, artistry, choreography, performance and technique, will during the contest observe all groups. This feedback group is selected by the FIG-GfA Committee.

After each category of performances, this group will meet with the Evaluators to discuss the results and prepare the feedback that will be given to the groups. This feedback is optional and will be given to the groups after the award ceremony. The groups must indicate if they will attend the feedback.

5.2.13 Working Group, Contest

The LOC appoints a Working group-Contest that is responsible for the coordination of the Contest. The FIG-GfA Committee designates two of its Committee members to be part of this Working Group. These members have to be kept informed about the venue, sound, light and computers for the Evaluators (8), wireless Internet for the Evaluation system, training schedule, contest schedule, apparatus, volunteers and their duties, communication during the contest, the feedback, preparation of medals and certificates and time schedule for the awards ceremonies.

5.2.14 Task, Working Group

The Working group-Contest has to prepare:

- The venue
- Sound and light in the venue
- Computers and wireless Internet for the evaluation
- Placement of Evaluators and group responsible for the feedback
- Placement of the Results Managers (Enclosed area)
- Apparatus
- A detailed training schedule
- A detailed contest schedule
- Volunteers for all duties that are required
- Communication via head set between the floor manager, music technician, announcer, evaluators, results manager, award ceremony manager and FIG.
- Medical services in all training and contest venues
- A detailed seating plan for the participants and VIP's

5.3 The World Gym for Life Gala

5.3.1 Venue

The Gala may take place in the same area as the Opening Ceremony or the Contest.

Size; Approx. 800m²

Performance area; 20m x 30m

Spectator seats; Minimum 5000, including reserved seats for the participants

The halls must meet minimum sound and lighting standards. The lighting during the Gala must be the same for all groups.

The evaluation process requires wireless or cable Internet. A big screen is also necessary.

The venue must have designated seating for the Evaluators and an enclosed area for the Results Managers.

5.3.2 Participation

A Gala is organised during the last day of the World Gym for Life Challenge. All groups awarded Gold will participate in the Gala. Their performance during the Gala will be evaluated.

A maximum of 16 groups will participate in the Gala; 14 Gold groups and 2 wild cards.

After the Contest two wildcards will be awarded for the Gala. The FIG-GfA Committee decides how the wildcards will be awarded..

The Gala choreographer, appointed by the LOC, will determine the start order of the participating groups. The Choreographer is also responsible for the Gala rehearsal. Participation at the rehearsal is compulsory for the 16 groups.

5.3.3 Evaluation

During the Gala the Evaluators plus one representative from each participating Federations in the Contest will evaluate. Each evaluator will identify on their evaluation form their first choice (# 1 = Best group), their second choice (# 2 = second best group), and their third choice (# 3 = third best group).

The evaluation criteria will be the same as that used for the Contest. Each evaluator will work independently.

- Entertainment value
- Innovation, originality and variety
- Technique, quality and safety
- Overall impression

With the help of a computer software program the # 1, 2 and 3 are assigned a value, see **Appendix 1**. The computer then creates a ranking list to determinate the group with the highest score.

Number 1 = 10 points

Number 2 = 6 points

Number 3 = 2 points

In case of a tied score, the tie is broken in the following manner:

- Most Number 1s
- The highest score given by the 8 Expert evaluators
- The highest score given by the Federation evaluators

To do this, the expert evaluators will be identified by the computer.

5.3.4 Award Ceremony

The WORLD GROUP CHAMPION will be awarded the Bruno Grandi trophy. A miniature of the trophy will be kept by the group and the big trophy will be engraved with the group's name and kept in the FIG headquarters.

When announcing the WORLD GROUP CHAMPION, this group's national flag will be raised while their national anthem is played.

5.3.5 Working Group, Gala

The LOC appoints a Working group-Gala who is responsible for the coordination of the Gala. The FIG-GfA Committee will designate one of its Committee members to be part of this Working Group. This member must be kept informed about the choreographer, the venue, sound, lighting, seating and preparation of the group of Evaluators, wireless Internet for the Evaluation process, training schedule, Gala schedule, apparatus, volunteers and their duties, communication during the Gala, preparation of the Trophy and time schedule for the award ceremony.

5.3.6 Task, Working Group

The Working group-Gala has to prepare:

- The Choreographer
- The venue
- Sound and light in the venue

- Wireless Internet for the evaluation
- Placement of Evaluators
- Placement of the Results Manager (Enclosed area)
- Apparatus
- A detailed Gala schedule
- Volunteers for all duties that are required
- Communication via head set between the floor manager, music technician, announcer, evaluators, results manager, award ceremony manager and FIG
- Medical services in all training and contest venues
- A detailed seating plan for the participants and VIP's

5.4 Workshops

A variety of practical Workshops focusing on the Gymnastics for All areas like Gymnastics & Dance, Fitness, Health and working on or with apparatus will be offered.

These Workshops will be for all participants (coaches, leaders, observers and gymnasts) and will serve as a way of spreading the values of Fun, Fitness, Fundamentals and Friendship.

Each participating Federation will be asked to present one or more workshops during the event. The LOC is responsible for scheduling and promoting the workshops.

5.4.1 Venue

For practical workshops an area of 20m x 30m is needed. A podium and a headset for the instructor are also needed. The hall must have a sound system. The hall must have seating for at least 500 spectators. Depending on the number of workshops more than one hall may be needed.

5.4.2 Time

Each workshop can be a maximum of 60 minutes long.

5.4.3 Working Group, Workshops

The LOC appoints a Working group-Workshops that is responsible for coordinating the Workshops. The FIG-GfA Committee designates one of its Committee members to be part of this Working Group. This member must be kept informed about the venue, content and schedule for the Workshops.

5.4.4 Task, Working Group

The Working group-Workshops has to prepare:

- The venue
- Podium and headset
- Sound and light in the venue
- Apparatus
- A detailed Workshop schedule
- Volunteers for all duties that are required
- Announcers
- Medical services in all Workshop venues

5.5 Show Performances

During the week Show Performances will be organised and all groups will be invited to participate. This will be an opportunity for the groups to perform more than once during the event and for the LOC to promote the entire event.

The LOC is responsible for the scheduling and the promotion of the Show Performances.

5.5.1 Venue

Depending on local situation the Show Performances can be outdoors or indoors. The size of the performance area may be different than the contest area and will be communicated to the participating groups well in advance. The performance area must have sound equipment.

5.5.2 Time and Content

A Show Performance can be between 5-15 minutes and of any type of gymnastics. In the Definitive registration, each group have to inform the LOC of the duration and content of their Show Performance.

5.5.3 Working Group, Show Performances

The LOC appoints a Working group-Show Performances that is responsible for the coordination of the Show Performances. The FIG-GfA Committee designates one of its Committee members to be part of this Working Group. This member must be kept informed about the venues, content and schedule for the Show Performance.

5.5.4 Task, Working Group

The Working group-Show Performances has to prepare:

- The venues
- Sound at the venues
- Apparatus
- A detailed Show Performance schedule
- Volunteers for all duties that are required
- Announcers
- Medical services at all venues.

5.6 Closing Ceremony

The Closing Ceremony marks the end of the World Gym for Life Challenge and should be attended by all participants.

The Closing Ceremony will take place on the last day of the World Gym for Life Challenge and should be connected to the Gala. The Award Ceremony for the Gala may be included in the Closing Ceremony.

The Closing Ceremony will include the following:

5.6.1 Speech

A speech by a representative of the LOC (maximum 3 minutes including translation)

5.6.2 Next organiser

The presentation of the organiser of the next World Gym for Life Challenge (maximum 3 minutes including translation)

5.6.3 Closing speech

A closing speech by a FIG representative (maximum 3 minutes including translation)

5.6.4 Working Group, Closing Ceremony

The LOC appoints a Working group-Closing Ceremony that is responsible for coordinating the Closing Ceremony. The FIG-GfA Committee designates one of its Committee members to be part of this Working Group. This member must be kept informed about the content and time schedule of the Closing Ceremony.

5.6.5 Task, Working Group

The Working group-Closing Ceremony has to prepare:

- The official speakers
- Translation of the speeches
- Contact with the Organising Committee of the next World Gym for Life Challenge
- A detailed schedule

ARTICLE 6| PARTICIPATION, REGISTRATION AND PAYMENT

6.1 General

Registrations from all participating Groups must be done through their FIG Member Federation to the FIG and LOC.

Registrations will not, in any instance, be accepted unless coming through the FIG Member Federation.

6.2 Responsibility and supervision

There are no age restrictions for participating in the World Gym for Life Challenge. FIG Member Federations are fully responsible for the supervision and welfare of all their participants for the duration of their stay at the World Gym for Life Challenge. Special supervision must be provided for all minors. Participants under the age of 16 years must be organised in groups of up to ten (10) under the care of a named adult. Participants with disabilities may require a higher ratio of assistance.

6.3 Participation Possibilities

There are no limits to how many groups an FIG Member Federation registers. However, a gymnast can participate only once in the Contest.

A group can choose to participate in only one of the four categories. The choice depends on the number of gymnasts and the main focus of the performance. The group itself determines what their main focus is:

- Gymnastics & Dance or
- Gymnastics on or with large apparatus

6.4 Registration Process

The following is an overview of the registration process. See also **Appendix 2**.

The registration will be done on-line. The invitation, the forms and the Newsletters will be on both the FIG Intranet site and the LOC site. Only FIG Member Federations have access to this information.

6.4.1 Invitation and Newsletters

Three years prior to the World Gym for Life Challenge, the FIG and LOC will jointly invite the FIG Member Federations to participate. Two months later, the FIG Member Federations will receive the first Newsletter with local information, an outline of costs and an overview of the proposed program for the event.

The LOC is responsible for the content of the Newsletters. The content must be approved by the FIG-GfA Committee before it is circulated. The Newsletters will be published on both the LOC web site and the FIG web site.

6.4.2 Notification of interest

One and a half years prior to the World Gym for Life Challenge, the FIG Member Federations must send their notification of interest for the World Gym for Life Challenge to the LOC and the FIG.

6.4.3. Provisional registration

One year prior to the World Gym for Life Challenge, the FIG Member Federations must send their Provisional registration to the LOC and FIG.

The provisional registration includes the following:

- Expected number of groups per category
- Expected number of gymnasts per group
- Expected number of participants with a disability
- Expected number of workshop presentations
- Expected number of Show Performances
- Expected needs concerning school and hotel accommodation

6.4.4 Definitive registration

Six months prior to the World Gym for Life Challenge, the FIG Member Federations must send their Definitive registration to the LOC and the FIG.

6.4.5 Payment

At the time of the Definitive registration the FIG Member Federations must pay 50% of the Participant cards cost to the LOC, as a deposit.

Two months prior to the World Gym for Life Challenge the FIG Member Federations must make the final payment based on the actual number of participants. All previous deposits will be taken into account for this transaction.

Accommodation, meals, tickets etc. must be paid in full no later than two months prior to the World Gym for Life Challenge.

If a Definitive entry is cancelled two months or more before the World Gym for Life Challenge, 50% of the deposit shall be reimbursed. If the cancellation is less than two months before the World Gym for Life Challenge there is no reimbursement.

By accepting the Participant cards payment the LOC becomes responsible for delivering what is promised. Any claim from an FIG Member Federation, must be forwarded to the LOC and copied to FIG.

6.4.6 Official guide with overall schedule

Two months prior to the World Gym for Life Challenge, the LOC shall present a draft overall schedule to the FIG-GfA Committee. This draft overall schedule will be sent to the participating FIG Member Federations after it is approved by the FIG-GfA Committee.

The final version of the Official Guide with the overall schedule will be given to the Head of Delegation at the accreditation, when all accounts must be paid in full.

ARTICLE 7| ACCREDITATION

Everyone officially involved in the World Gym for Life Challenge must have an Accreditation. For participants this is the Participant card. Other people (OC, FIG, VIP's and other guests) will receive an Accreditation card. This Accreditation card includes the same rights and responsibilities as the Participant card and additional possibilities. The LOC is responsible for preparing and providing the accreditation. **See Appendix 3.**

Media representatives will be accredited via the FIG Press Officer. Individuals with a FIG or VIP accreditation will have access to all events during the day, to the Gala and any evening performances, transportation and to the VIP area. (See also Article 13.4)

ARTICLE 8| APPARATUS

8.1 Apparatus

At the World Gym for Life Challenge only gymnastics apparatus approved by the FIG will be provided. If apparatus not mentioned in the FIG Apparatus norms is to be used it must be of high standard and approved before for the event by the FIG-GfA Committee.

If a group plans to bring their own apparatus, the LOC must be informed in advance. The FIG Member Federation is then responsible for this apparatus. Any advertising or manufacture's name on the apparatus must be covered.

8.2 Transportation and storage of brought apparatus

FIG Member Federations must pay the cost of transporting any apparatus they bring, including any import costs. The LOC will provide storage facilities. (See also art.13.8)

ARTICLE 9| ACCOMMODATION, CATERING AND TRANSPORTATION

9.1 Accommodation

Group accommodation will mainly be in schools, or similar that are equipped with appropriate sanitary facilities. Other accommodation possibilities may be offered, such as youth hostels, hotels etc. The costs for these would be advised on application.

9.1.1 Costs

The cost for accommodation is not included in the Participant card. Breakfast should be included in the accommodation cost.

9.1.2 School accommodation, location

A maximum of 30 minutes walking distance or a maximum of 30 minutes travel time by public transport. If this is not feasible a shuttle service must be provided.

9.1.3 Capacity per classroom

One classroom (70m² = 12 persons) = approximately 6m² per person. Participants will be assigned their classroom by their delegation manager.

9.1.4 Sanitary facilities:

- 1 shower per 12 persons
- 1 washbasin per 6 persons
- 1 toilet (seat type) per 12 persons

9.1.5 Sleeping supplies

The LOC may, as a discretionary service, supply bedding, air mattresses, and blankets for sale or for rent.

9.1.6 Extra facilities

All schools should include:

- Rooms for delegation managers
- Catering facilities (drinks and snacks).
- Guards and security personnel (round-the-clock-service).
- First-aid service.
- Daily cleaning.
- Daily waste collection
- Emergency repair services for sanitary facilities

The LOC may also, as a discretionary service, provide access to internet services at affordable rates.

9.2 Catering

The catering hall must be an indoor facility, with the capacity to serve a large number of participants at any one time. Consideration must be given to efficient serving and the flow of participants entering & exiting the meal hall while also providing a relaxed atmosphere where participants can enjoy their meals.

9.2.1 Costs

The cost for breakfast is included in the accommodation cost. The cost for a hot meal is not included in the Participant card or the accommodation cost.

9.2.2 Breakfast

Breakfast shall be served at the accommodation or close to the accommodation.

Minimum provided: Two drinks (one cold and one hot) bread, butter, jam, sliced cheese and fruit. Breakfast must be brought in fresh every morning to the participants.

9.2.3 Hot meal

At least one hot meal must be organised by the LOC each day, in the catering hall.

Minimum provided: Each day, at least two different menus must be offered; a complete hot meal with potatoes, rice or pasta together with meat or fish and vegetables. A complete vegetarian meal must be offered. The vegetarian meal can be one of the two meal options offered daily. Daily menus must be different each day to ensure variety. Water must be served at all meals and should be included in the cost.

Beverage costs: non-alcoholic beverages shall be sold at a lower price than alcoholic drinks.

9.3 Transportation

During the event, the participants must have access to adequate local transportation. Transportation should be organised from the accommodations to the venues and back again. Transportation between the different venues must also be organised. The LOC is only obligated to provide transportation from accommodations provided by the LOC. Transportation has to be estimated for the number of participants and has to be operated in a safe way

9.3.1 Cost

The cost for local transportation is included in the Participant card.

9.3.2 Transportation from and to airport

Only local transportation is included in the Participant card. Transportation from and to the airport is usually not included in the Participant card. The LOC may organise this kind of transportation and the costs will be announced in the Newsletter.

9.4 **Working Group, Logistics**

The LOC appoints a Working group-Logistics that is responsible for the accommodations, catering and transportation. The FIG-GfA Committee designates one of its Committee members to be part of this Working Group. This member must be kept informed about the accommodations, catering and transportation matters.

ARTICLE 10| MEDICAL SERVICES, INSURANCE AND SECURITY

10.1 **Medical organisation**

FIG Medical rules, "Medical organisation of the FIG competitions" and the FIG Anti-doping rules apply to the World Gym for Life Challenge.

10.1.1 **Chief Medical Officer**

The LOC nominates the Chief Medical Officer. This person is responsible for following all FIG rules in this area.

10.2 **Insurance**

10.2.1 **Participating FIG Member Federations**

Participating FIG Member Federations must provide insurance coverage for all members of their delegation. The insurance must cover illness, accident and repatriation cost during the entire stay at the World Gym for Life Challenge. The insurance can be organised by the FIG Member Federations own insurance company or bought in advance or at arrival through the LOC.

A participant without insurance will not receive a Participant card and will not, therefore, be allowed to participate in the World Gym for Life Challenge.

10.2.2 **LOC**

For participants without insurance the LOC must offer insurance coverage for the event in advance or upon arrival. The cost of this insurance coverage must be paid by the participant.

The LOC must take out its own civil liability insurance.

The LOC is required to verify the validity of each participant's insurance. The FIG Member Federation must provide the name of their Insurance Company and the policy number for each participant with their Definitive registration.

10.3 **Security**

The LOC is responsible for security and must provide a security plan that will be reviewed by the FIG-GfA Committee 3 months prior to the World Gym for Life Challenge. The LOC is responsible for providing a well functioning security service for all participants, officials and dignitaries for the duration of the event.

ARTICLE 11| EXTRA FACILITIES

11.1 Meeting points and Stands

During the World Gym for Life Challenge the participants need different meeting points such as FIG Member Federation Information Stands, exhibitions, and rest areas.

Also commercial stands can be present but should not disturb the aim with the meeting points, which is to give and receive information and meet.

11.2 VIP

11.2.1 VIP accreditation

Information about the VIP accreditation is to be found in **Appendix 3**.

11.2.2 VIP area

The LOC is responsible for organising a VIP area which is accessible for Head of Delegations, FIG authorities and the OC. A list of other guests with access to the VIP area will be created by the LOC in cooperation with the FIG-GfA Committee.

The aim with the VIP area is to give the possibility to meet in a quiet and closed off area.

11.2.3 VIP catering

In the VIP area the meal will be served and that is the same meal as being served to the participants. Other drinks may be served in the VIP area.

During the opening of the VIP area cold and warm drinks should be served together with different snacks.

11.2.4 Cost

The cost for the VIP area and everything that is served there is the responsibility of the LOC. Upon request from FIG Member Federations LOC can sell extra VIP accreditations

11.3 Offices and other meeting rooms

In addition to all other venues, halls, arenas and meeting rooms needed for the World Gym for Life Challenge, the LOC has to provide the following rooms equipped with Internet connection:

- Office and meeting rooms for the FIG-GfA Committee
- Meeting room for Evaluators and the group responsible for feedback
- Working room for the FIG Media office
- Working room for the FIG Secretariat
- Room for the FIG President
- Room for the FIG Secretary General
- Room for other FIG authorities
- If the FIG Executive Committee is meeting during the World Gym for Life Challenge the LOC has to provide this meeting room

The equipment for the different offices and meeting rooms are described in the agreement signed between the FIG and the FIG Member Federation awarded hosting rights.

11.4 Special events and leisure activities

Special side events and leisure activities can be organised for the participants. Besides sightseeing before, during or after the event other leisure activities in the city and its surroundings can be offered. Also training camps may be organised before the event. These activities may be coordinated directly by the LOC or assigned to an official partner, who may be responsible for the organisation.

The cost for this is not included in the Participant card.

ARTICLE 12| RESPONSIBILITIES AND COORDINATION

As stated in Article 2 the responsibility for the World Gym for Life Challenge rests with the FIG-GfA Committee in collaboration with the host FIG Member Federation and their appointed LOC

12.1 Communication and coordination FIG-LOC

The FIG-GfA Committee and the LOC must work in close collaboration to organise the event.

The FIG-GfA Committee has a supporting role and is also responsible for ensuring that everything is done according to the World Gym for Life Challenge Regulations.

Before the event joint meeting will be organised and FIG-GfA Committee members will be involved in some of the Working Groups.

During the event a communication system via radio or mobile phones will be set up by the LOC.

12.2 Communication and collaboration with past LOC

After being appointed as a LOC, 5 years in advance, the LOC may participate, at its own cost, with an Observer group at the preceding World Gym for Life Challenge. Special VIP accreditation will be provided to the members of this Observer group upon approval of the FIG-GfA Committee and LOC in charge.

To learn from the previous World Gym for Life Challenge the LOC may also participate, at its own cost, at the Evaluation meeting held for the preceding World Gym for Life Challenge. The written evaluation will be submitted to the FIG-GfA Committee and the LOC of the upcoming World Gym for Life Challenge.

By tradition at Gymnastics for All events, the current LOC invites two people from the previous World Gym for Life Challenge LOC to participate as VIP guests. All costs, exclusive of travel costs are paid by the current LOC.

For General Organisation, the responsibility and rights are divided as follows:

12.3 FIG Gymnastics for All Committee

12.3.1 Regulations

Responsible for implementing the World Gym for Life Challenge Regulations

12.3.2 Head of Delegation meeting and evaluation

Responsible for conducting the Head of Delegation meetings during the event and responsible for the evaluation of the event by the Head of Delegations

12.3.3 Evaluation meeting

Responsible for the invitation to the Evaluation meeting organised after and in the same year as the event and responsible for conducting the meeting

The LOC of World Gym for Life Challenge being evaluated and the LOC of the next World Gym for Life Challenge are invited to meet with the FIG-GfA Committee.

12.3.4 Special cases

Responsible for considering special cases concerning participation and the organisation

12.3.5 Newsletters

The right to be consulted with regards to drafting the Official Newsletters and to approve the final versions

12.3.6 Budget

The right to be consulted during the preparation of the budget and the right to monitor the budget for the World Gym for Life Challenge

12.3.7 Prices

The right to approve the prices of the Participant Card, Entry fees, and tickets

12.4 LOC

12.4.1 Rules

The LOC must abide with all FIG Rules and Regulations mentioned in Article 2

12.4.2 Organisation and timelines

Responsible for producing an organisational plan including timelines in agreement with the FIG-GfA Committee See Appendix 2

12.4.3 Newsletter

Responsible for publishing the official Newsletters and other official information for the FIG Member Federations as per the agreed schedule

The LOC must pay attention to the fact that some information is only for the FIG Member Federations and should therefore not be published on the Internet but rather it should be available on a log-in Intranet site.

12.4.4 Receive registrations

Responsible and dealing with entries as per Article 6

12.4.5 Official Guide

Responsible for preparing the Official Guide with the following content:

- Word of Welcome by the FIG and the LOC
- Map of all venues
- Presentation with photos of the FIG-GfA Committee
- Presentation with photos of the LOC
- Information about the Opening Ceremony, Contest, Workshops, Show Performances, World Gym for Life Gala and the Closing Ceremony
- Information about Security, Transportation, Catering, Accommodation and Medical Services
- Overall schedule
- Other information and advertising may also be included

All participants should receive the Official Guide together with their Participant card from their Head of Delegation.

12.4.6 Promotion

The LOC is responsible for developing a promotional plan to promote the event by means of press, radio, television, printed matter, etc. This plan should be approved in advance by the FIG-GfA Committee.

12.4.7 Facilities

The LOC is responsible for providing the necessary facilities and installations, including the apparatus and sound system. If the participating FIG Member Federation so require, the organiser will – within the context of existing possibilities - provide them with lockable storage space near the arenas at no extra cost.

12.4.8 Volunteers

Beyond hired professional staff; the LOC must also provide enough volunteers to run the event. The volunteers should be well trained and qualified to carry out their duties.

12.4.9 Logo

The LOC is responsible for designing a graphic symbol (logo) for the World Gym for Life Challenge. This logo must be approved by the FIG EC in advance and should be registered legally to protect the copyright and intellectual property rights of the LOC.

The logo must in all cases be presented together with the official FIG logo.

The participating FIG Member Federations have the right to use the logo for promotional purposes and on material they produce for their participants. This right does not extend to the commercial use of the logo in any way. Such permission must be obtained beforehand from the LOC.

12.4.10 Accommodation and Catering

The LOC must develop an Accommodations Plan for all the participants in the World Gym for Life Challenge, which is approved by the FIG-GfA Committee.

The LOC is responsible for making all the arrangements for the participants' meals and refreshments.

12.4.11 Medical services, Insurance and Security

The LOC is responsible for providing Medical services, Insurance and Security according Article 10

12.4.12 Final Report, Evaluation of the event

The LOC must present a written report about the event at the Evaluation meeting held not later than four month after the event. The evaluation is based on the LOC experience and should be presented to the FIG-GfA Committee and the next LOC.

The evaluation report should include facts, figures, statistics, comparisons, conclusions and ideas for improvement concerning:

- Information (Newsletter, meetings, Internet etc)
- Communication (Member Federations, registration, FIG, Media etc)
- Logistics (transportation, meals, accommodations, venues etc)
- Security
- Medical services and a detailed medical report
- Opening/Closing Ceremony
- Contest
- World Gym for Life Gala
- Workshops
- Show Performances

- Final financial report as per Article 13
- Statistics
- Other information may also be included

ARTICLE 13| FINANCES

The LOC has the following financial obligations:

13.1 All expenditures

The LOC is responsible for all financial undertakings and the full underwriting of all expenditures involved in the organisation and staging of the World Gym for Life Challenge.

13.2 Budget

The LOC is responsible for developing a budget, three years prior to the World Gym for Life Challenge. This must include the price for the Participant card, Accommodation, Breakfast, Meals and Local transportation and should be submitted to the FIG-GfA Committee.

1½ years prior to the event the LOC have the opportunity to submit a revised budget.

13.3 Participant card

The LOC is responsible for distributing a Participant Card to each participant in the World Gym for Life Challenge. This card provides free entry to all events during the Gym for Life week except the Gym for Life Gala and other special evening performances. Participants should pay a reduced price for tickets for the Gala and evening performances.

The Participant card includes the Official Guide and the local transportation during the World Gym for Life Challenge week.

LOC in consultation with the FIG-GfA Committee will decide the price of the Participant card.

13.4 Who should have a Participant card?

Participants are registered via their FIG Member Federation and must purchase a Participant card (See **Appendix 3**). Participants (gymnasts, coaches, team leaders, assisting staff and team supporters etc.) will receive all services included in the Participant card.

13.5 Ticket prices

The LOC shall determine the entry price for all events based on their knowledge of the local market and in consultation with the FIG-GfA Committee. Prices must be confirmed 1½ years prior to the World Gym for Life Challenge.

13.6 Accommodation and meals costs

The LOC is responsible for providing lodging and meals for the participants at reasonable prices to be paid by the participants, in addition to the Participant card.

LOC in consultation with the FIG-GfA Committee will decide the price of lodging and meals.

13.7 Local transportation service

The LOC is responsible for all the local transport service arrangements. The cost of this service is included in the Participant card.

For airport transportation, see Article 9.3.2

13.8 Storage of brought apparatus

If an FIG Member Federation brings their own apparatus, the LOC must provide storage facilities. If the case so merits, the FIG Member Federation, utilising this service may have to make a contribution to LOC to cover the cost of storing their apparatus. (See also art.8.2)

13.9 Joint meetings with FIG-GfA Committee

The LOC is responsible for the organisation and cost, including the payment of all travelling, board and lodging expenses for two preparatory meetings, between the LOC and the FIG-GfA Committee.

13.10 Working Group meetings

For any other Working Group meeting the cost for the FIG-GfA Committee members will be split between the LOC and FIG. (LOC pays the board and lodging and FIG pays the travel expenses). All decisions about FIG-GfA Committee member participation in Working group meetings are made by the President of the FIG-GfA committee and based on the approved budget for this event.

13.11 FIG authorities costs during the event

The LOC must pay the travelling, board and lodging expenses for members of the FIG authorities (President, Secretary General and members of FIG-GfA Committee) as well as providing a free dedicated transport service for their whole stay at the World Gym for Life Challenge.

Cost of travel is subject to negotiation between the LOC and FIG.

Members of the FIG-GfA Committee will arrive at least three days prior to the event and their cost must be covered by the LOC. This includes the cost for any Committee Members staying up to one more day after the Closing Ceremony.

The LOC must organise dedicated airport transportation for the FIG President, Secretary General and members of FIG-GfA Committee.

13.12 Fees to the FIG

The LOC shall pay the following fees to the FIG:

- A negotiated percentage of the revenue from ticket sales
- A negotiated percentage of the revenue from rights sold to TV
- 15 % of the amount paid by each participant for the Participation card only

The percentage for tickets and TV rights can be found in the agreement signed by the FIG and the FIG Member Federation awarded the hosting rights of the World Gym for Life Challenge.

13.13 Final account

The LOC shall submit the Final Account to the FIG not later than four month after the event.

ARTICLE 14| CONCLUDING PROVISIONS

Any question not covered by these World Gym for Life Challenge Regulations must be negotiated with the LOC and the FIG-GfA Committee.

28/03/2011

Any question that cannot be resolved by the FIG-GfA Committee will be taken to the FIG Executive Committee.

March 2011