

DIRECTIVES

Event ID: 13321
Amended on December 5th 2014

Dear UEG affiliated Member Federation,

The French Gymnastics Federation has the pleasure to invite your Federation to participate in the aforementioned official UEG International Event.

DISCIPLINE	Men's Artistic Women's Artistic
HOST FEDERATION	Fédération Française de Gymnastique <u>Contact person:</u> Mrs Michaël ALGER 7ter, Cour des Petites Ecuries 75010 PARIS, France Tel : +33 1 48 01 24 48 / +33 1 48 01 24 31 (direct) ~ Fax: +33 1 47 70 16 07 e-mail: montpellier2015@ffgym.fr Website : www.montpelliergym2015.fr
LOCATION	MONTPELLIER, France
DATE	Competition: 15-19 April, 2015
VENUE	<p>Park&Suites Arena Chemin de Levades 34470 Pérols www.ps-arena.com</p> <p>The competition, training and warm up halls are located in the same building.</p> <p>Venue capacity : 7000 seats</p>
APPARATUS SUPPLIER	Gymnova
RULES AND REGULATIONS	<p>The event will be organized under the following UEG/FIG rules, as valid in the year of the event, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"> • FIG and UEG Statutes • FIG and UEG Technical Regulations • FIG Code of Points, relevant Newsletters and Help Desk (WAG) • FIG General Judges' Rules • FIG Specific Judges' Rules • Doping Control Rules • FIG License Rules (except for non-competitive events) • UEG Media Rules • FIG Apparatus Norms • UEG Advertising and Publicity Rules • FIG Rules for Sanctioning (approval) of International Events • UEG Accreditation rules (will be published in January 2015) • <i>and subsequent decisions of the UEG Executive Committee</i>



FEDERATIONS INVITED	<p>The Organizing Member Federation will invite all UEG Member Federations, provided that their financial obligations to the UEG and the FIG are fulfilled. The inscriptions have to be made by the national federations.</p> <p>Maximum size of the delegations MAG-WAG:</p> <table border="1" data-bbox="440 259 1414 539"> <thead> <tr> <th></th> <th>MAG</th> <th>WAG</th> <th>MIXED</th> </tr> </thead> <tbody> <tr> <td>Head of delegation</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Gymnasts</td> <td>6</td> <td>4</td> <td>10</td> </tr> <tr> <td>Coaches</td> <td>3</td> <td>3</td> <td>6</td> </tr> <tr> <td>Team Leader</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Medical / Doctor</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Paramedical / Physio</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Judges</td> <td>1 or 2</td> <td>1 or 2</td> <td>2 to 4</td> </tr> </tbody> </table>		MAG	WAG	MIXED	Head of delegation	1	1	1	Gymnasts	6	4	10	Coaches	3	3	6	Team Leader	1	1	2	Medical / Doctor	1	1	1	Paramedical / Physio	1	1	2	Judges	1 or 2	1 or 2	2 to 4
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AGE LIMITS	<p>WAG: Senior: 16 MAG: Senior: 18 With valid FIG licence</p>																																
JUDGES AND JURIES	<p>Each NF with 1 or 2 gymnasts has the obligation to nominate one judge; each NF with 3 or more gymnasts has the obligation to nominate two judges. The federations having been drawn with a D2 / RF judge will be informed of the possibility of nominating another E judge. The judges have to fulfil the requirements of the TR/UEG.</p> <p>A Federation participating with an insufficient number of judges or without judge will have to pay a fine to the UEG, as follow:</p> <table border="1" data-bbox="440 913 1461 1234"> <thead> <tr> <th>Requested by UEG</th> <th>NF comes with</th> <th>Sanction</th> </tr> </thead> <tbody> <tr> <td>2 judges 2 judges</td> <td>1 judge 0 judge</td> <td>2000 Euro 4000 Euro</td> </tr> <tr> <td>1 judge</td> <td>0 judge</td> <td>2000 Euro</td> </tr> </tbody> </table> <p>All judges must have a current valid FIG brevet at the time of the event.</p>	Requested by UEG	NF comes with	Sanction	2 judges 2 judges	1 judge 0 judge	2000 Euro 4000 Euro	1 judge	0 judge	2000 Euro																							
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REGISTRATION DEADLINES	<p>The registrations have to be made only on the FIG online database.</p> <table border="1" data-bbox="440 1447 1182 1559"> <tbody> <tr> <td>Provisional registration:</td> <td>None</td> </tr> <tr> <td>Definitive registration:</td> <td>15 January, 2015</td> </tr> <tr> <td>Nominative registration</td> <td>18 March, 2015</td> </tr> </tbody> </table> <p>- late definitive registration: Euro 1'500.- to be paid at the UEG - late nominative registration: Euro 1'000.- to be paid at the UEG - withdrawal, without any participation (announced at the arrival) : Euro 1'000.- to be paid at the UEG</p>	Provisional registration:	None	Definitive registration:	15 January, 2015	Nominative registration	18 March, 2015																										
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ENTRY FEES	<p>Euro 100.- per gymnast. To be paid on UEG account.</p>																																
ACCREDITATION – PASSPORT PHOTO	<p>The accreditation office will be located in the Park&Suites Arena.</p> <p>If the delegation does not want to use the “package” proposed by the LOC, it must pay for all services normally included in this package (as transport, banquet, etc.).</p> <p>The UEG Accreditation Rules will be strictly applied, notably as far as the number</p>																																

of accreditations per federations is concerned. No further accreditations may be issued (for changes after the on-line nominative registration, please see the "Request for Accreditation Changes" form - Appendix X, that will be included to the Work Plan). Any additional person is considered as a spectator and must buy entry tickets. Accreditations will not be delivered unless all financial and insurance obligations have been done.

At the time of the Nominative Registration (**March 18th 2015**) all fees must be paid to the LOC.

Each delegation will be taken to the accreditation desk upon arrival. The following items will be checked there:

- Passports of gymnasts
- License of the gymnast
- Passports of judges and professional card of medical persons
- National anthem and national flag
- WAG Music for floor exercise
- Transport - Departure
- Insurance – every delegation member needs a valid insurance
- Total payment of accommodation and meals
- Accreditation badge

ONLINE ACCREDITATION

Together with the Nominative registration and to accelerate the process of the accreditation each delegation is kindly asked to fill in the online Form using the following address before **March 18th 2015** (11:59 pm).

<http://accred.webfpg.com/2015ECGADEL>

Each member of the delegation (Head of delegation, Team leader, judges, coaches, gymnasts, medical staff, accompanying person...) must be registered. The form must be filled-in and completed with a passport photo

Color photo,

File format: .jpg or .jpeg,

350 mm x 450mm or 276 pixels x 354 pixels (width X height).

For gymnasts and judges a copy of valid passport (format JPG or PDF) is to be added.

The online system will be open **from 15th January** (08:00 am) and will be closed **on March 18th**, by 24:00 (GMT time).




If the form has not been filled in correctly or if the photo has to be taken at the accreditation because none has been sent within the deadline or not sent in the official requested format, **there will be a charge of 15 euros** for each photo taken at the accreditation desk.

*NB : If you have any problem to upload the photo and in order to facilitate the accreditation process, the national federations are requested to send to the LOC (organisation@francepromogym.com), the photo of all delegation's members until **March 27, 2015** (passport photos in .jpg or .jpeg format, dimension 350mm X 450mm, or 276 pixels x 354 pixels (width X height), File name: NOC_SURNAME_Firstname (e.g. FRA_PARIS_Clara.jpg).*

WAG FLOOR MUSIC	<p>In order to simplify the management of the music and to limit the technical problems of wiring for sound during the competitions, the Organizing Committee wishes to reduce the variety of the musical supports (CD, USB stick) and to use the numerical support only.</p> <p>All the music (mp3, mp4, wav format) and music release used during the 6th Women's Artistic Gymnastics European Championships must be submitted online by this <u>FORM</u> until <u>March 18th 2015.</u></p> <p>By sending this form you :</p> <ul style="list-style-type: none"> - approve the technical criteria for playing the musics by the organiser; - guarantee and as a discharge indicate that the pieces of music chosen are not forbidden to be played, including during a sports event. <p>Without information, at the accreditation, the Heads of delegation have to hand in the Music Release form (App. X)</p> <p>Each music file will have to contain the following information:</p> <ul style="list-style-type: none"> - The name of the nation (official abbreviation of the country); - The first and last name of the gymnast; <p>If you need help, you can write to the following e-mail address: <u>musiques@francepromoqym.com</u></p> <p>NB: Keep in your possession a specimen of your CD for your training sessions and in case of a technical problem in the Competition area.</p>	
EVENT FORMAT	<p>MAG competition (CI): Each National Federation can enter a maximum of 6 MAG gymnasts A maximum number of 4 MAG gymnasts per apparatus are allowed</p> <p>WAG competition (CI): Each National Federation can enter a maximum of 4 WAG gymnasts All 4 WAG gymnasts per apparatus are allowed</p> <p>MAG-WAG competition (CII): The 24 gymnasts with the highest ranking obtained in the qualifying competition CI will qualify for the individual all-around final C II. A maximum of 2 gymnasts per National Federation are allowed in this final. 4 reserve gymnasts will be determinate.</p> <p>MAG-WAG competition (CIII): The 8 highest ranked gymnasts in the qualifying competition C I per apparatus will qualify for the apparatus finals C III. A maximum of 2 gymnasts per National Federation are allowed in these finals. 3 reserve gymnasts will be determinate for each final</p>	
PROVISIONAL SCHEDULE	<p>Saturday, April 11th</p> <p>Sunday, April 12th</p> <p>Monday, April 13th</p> <p>Tuesday, April 14th</p> <p>Wednesday, April 15th</p> <p>Thursday, April 16th</p> <p>Friday, April 17th</p>	<p>Official arrival day of delegations Free training on request (only afternoon) – <i>The relevant form will be sent with the work plan.</i></p> <p>Official arrival day of delegations Training as per schedule WAG-MAG WAG judges instruction Orientation meeting 8:00pm</p> <p>WAG podium training Training as per schedule WAG-MAG MAG judges instruction MAG podium training</p> <p>Training as per schedule WAG-MAG Qualification WAG (CI) Training as per schedule WAG-MAG Opening Ceremony</p> <p>Qualification MAG (CI) Training as per schedule WAG-MAG All Around competition (CII) WAG-MAG</p>

	<p>Saturday, April 18th Sunday, April 19th Monday, April 20th</p> <p>Training as per schedule WAG-MAG Apparatus finals (part 1) Apparatus finals (part 2) Departure day of delegations</p>
MEDICAL SERVICES	<p>All information will be included in the work plan. Doping control will be made as per the Doping Control Regulations of the FIG and WADA.</p>
VISA	<p>Please verify immediately with your travel agent or the French Embassy or Consulate in your country if a visa is required for your travel to France. The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before January 30th 2015 to the LOC.</p> <p>The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to.</p>
INSURANCE	<p>The Host Federation, the Organizing Committee, the UEG and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>The UEG and FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage.</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC in advance.</p> <p>The LOC will subsequently offer insurance at the Federations own charge as follows: 5 EUR/person/day for illness and medical fees 6 EUR/person/day for illness and medical fees and repatriation</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members.</p> <p>The Travel Schedule Form must be returned to the LOC by March 18th 2015.</p>
LOCAL TRANSPORTATION	<p>Free local transportation will be provided for all delegation members upon arrival till departure:</p> <ul style="list-style-type: none"> - from/to Montpellier Méditerranée Airport - from/to Montpellier Saint-Roch train Station <p>. Shuttle buses will be arranged as per schedule (given to the head of delegation at the accreditation) between the official hotels and the Park&Suites Arena.</p> <p>Federations who do not book their accommodation through the organizing committee will not be entitled to use the transportation system.</p>
OFFICIAL HOTEL	<p>Novotel La Grande Motte Golf Hôtel**** 1641 Avenue du Golf 34280 La Grande-Motte Phone : +33 4 67 29 88 88</p> 

<p>JUDGES ACCOMMODATION</p>	<p>The LOC will propose you to use the services of the official travel agency To Sport. This is the partner of the LOC to manage the stay of the officials and the delegations during this event.</p> <p>Hotel Mercure La Grande Motte **** 140, rue du Port 34280 La Grande Motte Tel: +33 4 67 56 90 81 Fax: +33 4 67 56 92 29</p> <p>The costs per person/night are as follows: 150 € (single room, including breakfast) 97 € (twin/double room, including breakfast)</p>	
<p>DELEGATION ACCOMMODATION</p>	<p>The LOC will propose you to use the services of the official travel agency To Sport This is the partner of the LOC to manage the stay of the officials and the delegations during this event.</p> <p>DELEGATIONS We propose you different kind of accommodation, hotel and residence, from 2 to 4 stars standard types. All these accommodation are located at a maximum of 20 minutes driving distance from the Park&Suites Arena.</p> <p>CAT. 1 <u>2** hotels</u> The costs <u>per person per night</u> are as follows: 95 € (single room, including breakfast) 76 € (twin/double room, including breakfast) One or two triple room (minus 5 € per person per night) can be booked per delegation if necessary subject to availability.</p> <p>CAT. 2 <u>3*** hotels</u> The costs <u>per person per night</u> in this category of hotel are as follows: 110 € (single room, including breakfast) 90 € (twin/double room, including breakfast)</p> <p>CAT. 3 <u>3*** Residences</u> The costs per person per night are as follows: 115 € (single studio, including breakfast) 85 € (twin/double studio, including breakfast) 80 € (triple apartment (2 beds and a sofa), including breakfast)</p> <p>WARNING: <u>In the residences</u>, the house-keeping is completed twice a week. If you want more times during the week, there is an following extra cost: Single occupation: 8 € per night per studio Twin occupation: 8 € per night per studio Triple occupation: 12 € per night per apartment</p> <p>CAT. 4 <u>4**** hotels</u> The costs per person per night are as follows: 160 € (single room, including breakfast) 127 € (twin/double room, including breakfast)</p> <p>The Hotel rooms will be allocated on a “first come, first serve” basis. The invited participating federations must pay for the accommodation expenses of their delegation members.</p>	

The costs for the accommodation must be paid to the official travel agency To Sport as follows:

- 50% on January 15th 2015
- Balance on March 18th 2015



MEALS

The LOC will propose you to use a special service of meals operated by the official travel agency: To Sport.

The Meals Form must be returned to the LOC and to the official travel agency To Sport by **January 15th 2015** at the very latest.

- Lunch : 24€** (organized daily at the Arena from 11:30 to 14:30)
- Dinner : 24€** (organized daily at the Arena from 18:30 to 22:30)

The costs for the meals must be paid to the official travel agency To Sport as follows:

- 50% on January 15th 2015
- Balance: on March 18th 2015

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

The LOC will offer the lunch to the judges concerned during the podium training et CI :

- April 13th and 15th for the WAG judges
- April 14th and 16th for the MAG judges

The Organizing Committee will be pleased to invite all the MAG and WAG judges for a special diner at their attention on **April 13th 2015**.

CANCELLATION POLICY

Accommodation
you can change the number of people and/or the duration of your stay as follow:

- Until the **18th of January 2015** without any penalties.
- From **January 19th** to February 18th 2015; **25%** of the total amount of the cancellation will be charged.
- From **February 19th** to March 18th, 2015; **50%** of the total amount of the cancellation will be charged.
- From **March 19th** till the beginning of the event; **no refund**.

	<p>Meals You have the possibility to change the number of meals as follow: - until the 18th of March 2015, without any penalties. - from March 19th 2015 till the beginning of the event, no refund.</p>																																		
FINAL BANQUET	<p>The Final Banquet will be offered to all the accredited participants who reserved their accommodation through the LOC. Extra tickets for the banquet can be ordered at the price of 50€ per person.</p>																																		
BANK ACCOUNT INFORMATION	<p>All payments for the hotel booking and meals must be made by bank transfer: To Sport SASU HSBC FR CAE LAFAYETTE IBAN: FR76 3005 6009 2009 2000 0839 739 BIC: CCFRFRPP</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: Montpellier 2015. The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>																																		
MARKETING MEDIA	<p>UEG advertising and publicity norms must be respected The contact for media is Mr. Regis Walker. Further details will be included in the Work Plan.</p>																																		
DEADLINES SUMMARY	<table border="1"> <tr><td>Definitive Registration</td><td>15/01/2015</td></tr> <tr><td>Definitive Accommodation Form</td><td>15/01/2015</td></tr> <tr><td>Meals Form</td><td>15/01/2015</td></tr> <tr><td>Payment of the Accommodation (50%)</td><td>15/01/2015</td></tr> <tr><td>Payment of the Meals (50%)</td><td>15/01/2015</td></tr> <tr><td>Cancellation policy hotel booking</td><td>From 19/01/2015</td></tr> <tr><td>Visa Request Form</td><td>30/01/2015</td></tr> <tr><td>Nominative Registration</td><td>18/03/2015</td></tr> <tr><td>Nominative Accommodation Form</td><td>18/03/2015</td></tr> <tr><td>Payment of the Entry Fee</td><td>15.01.2015</td></tr> <tr><td>Payment of the Accommodation (Balance)</td><td>18/03/2015</td></tr> <tr><td>Payment of the Meals (Balance)</td><td>18/03/2015</td></tr> <tr><td>Online Accreditation</td><td>18/03/2015</td></tr> <tr><td>Online WAG music</td><td>18/03/2015</td></tr> <tr><td>Travel forms</td><td>18/03/2015</td></tr> <tr><td>Online accreditation</td><td>18/03/2015</td></tr> <tr><td>Cancellation policy meals booking</td><td>From 19/03/2015</td></tr> </table>	Definitive Registration	15/01/2015	Definitive Accommodation Form	15/01/2015	Meals Form	15/01/2015	Payment of the Accommodation (50%)	15/01/2015	Payment of the Meals (50%)	15/01/2015	Cancellation policy hotel booking	From 19/01/2015	Visa Request Form	30/01/2015	Nominative Registration	18/03/2015	Nominative Accommodation Form	18/03/2015	Payment of the Entry Fee	15.01.2015	Payment of the Accommodation (Balance)	18/03/2015	Payment of the Meals (Balance)	18/03/2015	Online Accreditation	18/03/2015	Online WAG music	18/03/2015	Travel forms	18/03/2015	Online accreditation	18/03/2015	Cancellation policy meals booking	From 19/03/2015
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ADDITIONAL INFORMATION	<p>Tickets for spectators can be purchased online on www.montpelliergym2015.fr</p>																																		

Sincerely Yours,

Paris, 24th November 2014
Place and date:



Stamp

Signature of the President or
Secretary General of the UEG affiliated NF