

# FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



## **47TH FIG ARTISTIC GYMNASTICS WORLD CHAMPIONSHIPS**

**MONTREAL (CAN)**

**02 – 08 October 2017**



## **Directives**

Dear President,

The FIG is pleased to herein provide you with the Directives for the 47<sup>th</sup> FIG Artistic Gymnastics World Championships to be held in Montreal (CAN) from 02-08 October 2017.

These Individual World Championships will be organized following the 2017 FIG Statutes, 2017 FIG Technical Regulations (TR), MAG Code of Points 2017-2020 (including NSL31), WAG Code of Points 2017-2020 (including NSL41), and other Rules, Regulations and Guidelines valid starting 01 January 2017, onwards, any possible amendments by the date of these World Championships, and any complements decided in the meantime.

All participating Federations commit to abide by the Statutes and all FIG Rules and Regulations. Federations failing to respect them will not be allowed to participate.

## **Table of contents**

1. FEDERATION INTERNATIONALE DE GYMNASTIQUE (FIG).....	3
2. LOCAL ORGANIZING COMMITTEE (LOC).....	3
3. LOCATION OF THE COMPETITION, TRAINING AND WARM-UP HALLS.....	3
4. PROVISIONAL PROGRAM (SUBJECT TO CHANGES).....	6
5. PARTICIPATION RIGHT AND ACCREDITATIONS.....	10
6. AGE LIMIT OF GYMNASTS.....	13
7. REGISTRATIONS AND ENTRY FEES.....	14
8. LICENSES.....	16
9. JUDGES.....	16
10. DRAWING OF LOTS.....	16
11. COMPETITIONS FORMAT AND PROGRAMME.....	16
12. BIOGRAPHIES.....	17
13. PUBLICITY.....	17
14. EQUIPMENT.....	17
15. VISA.....	17
16. TRANSPORTATION.....	18
17. ACCOMMODATION.....	18
18. MEALS.....	24
19. INSURANCE.....	26
20. WORKPLAN.....	26
21. DOPING CONTROLS.....	26
22. OFFICIAL HOSPITAL.....	26
23. WAG MUSIC.....	26
24. ELECTIONS OF THE MAG AND WAG ATHLETES' REPRESENTATIVES.....	27
25. WORKSHOP / ROUND TABLE: MEDICAL ASPECTS AND FIGHT AGAINST DOPING...	27
26. SUMMARY OF THE DEADLINES AND PAYMENTS.....	27
APPENDIX.....	27

## 1. FEDERATION INTERNATIONALE DE GYMNASTIQUE (FIG)

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Fédération Internationale de Gymnastique

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## 2. LOCAL ORGANIZING COMMITTEE (LOC)

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Canadian Gymnastics Federation

Contact Person: Richard Crépin, Chairman

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47<sup>th</sup> FIG Artistic Gymnastics World Championships

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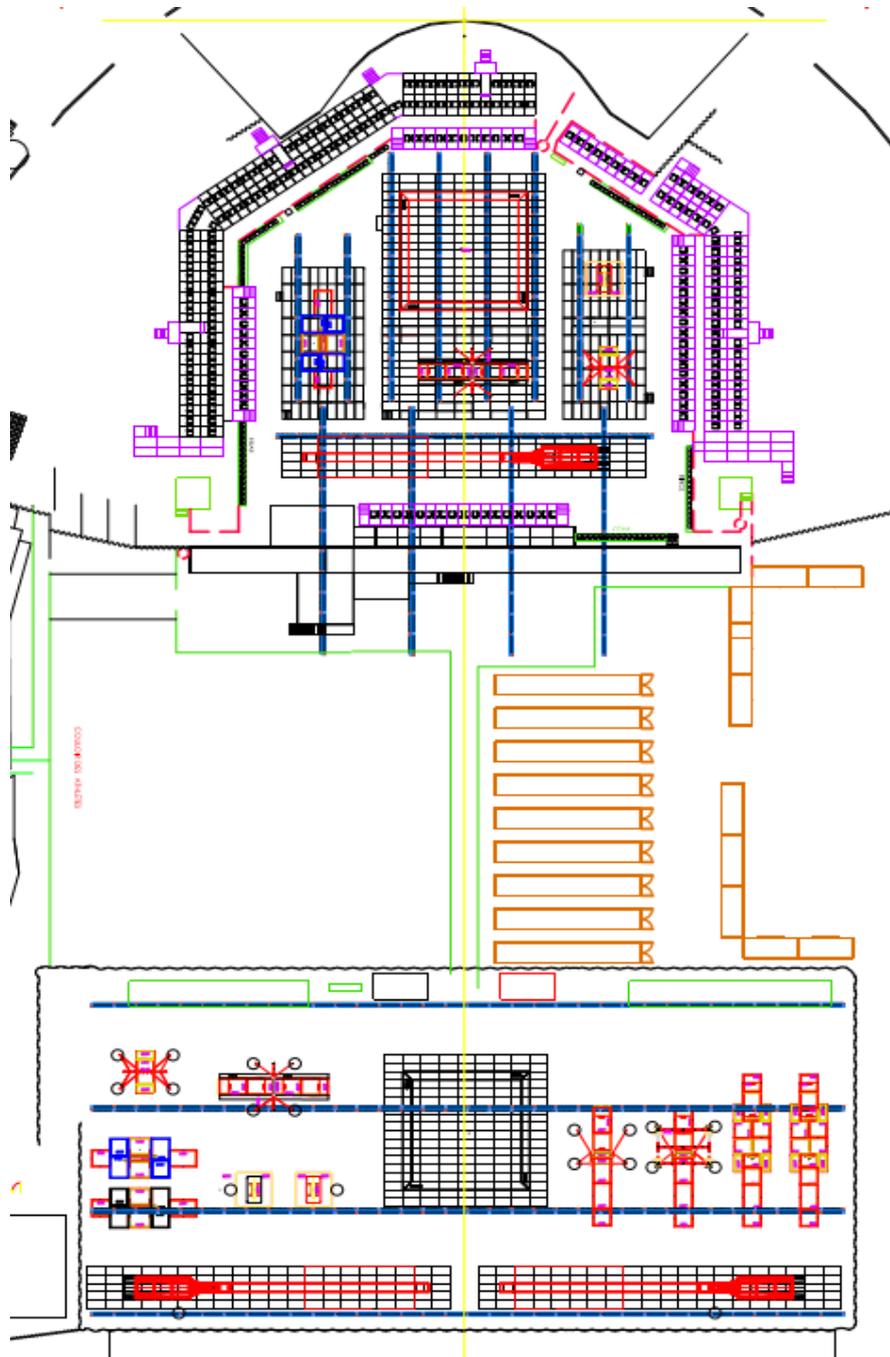
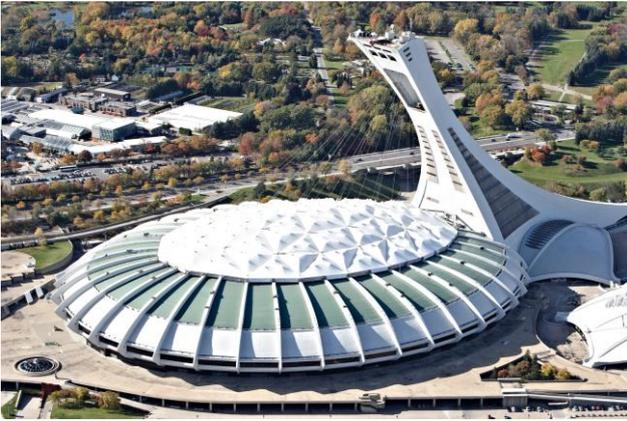
## 3. LOCATION OF THE COMPETITION, TRAINING, AND WARM-UP HALLS

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Competition Hall	Olympic Park Stadium 4141, avenue Pierre-de Coubertin, Montreal, Québec. Canada, H1V 3N7 Email: <a href="mailto:rio@rio.gouv.qc.ca">rio@rio.gouv.qc.ca</a> Website: <a href="http://parcolympique.qc.ca">http://parcolympique.qc.ca</a> Venue Capacity: 10'000 seats in theatre format
Warm-up Hall	Olympic Park Stadium – opposite end from the Competition Hall 4141, avenue Pierre-de Coubertin, Montreal, Québec. Canada, H1V 3N7 Email: <a href="mailto:rio@rio.gouv.qc.ca">rio@rio.gouv.qc.ca</a> Website: <a href="http://parcolympique.qc.ca">http://parcolympique.qc.ca</a> <u>MAG</u> : one full set of apparatus and additional PH and PB <u>WAG</u> : one full set of apparatus and additional UB and BB An additional general stretching area will be provided in the Warm-up Hall
Training Halls	Olympic Park Stadium East Hall 4141, avenue Pierre-de Coubertin, Montreal, Québec. Canada, H1V 3N7 Email: <a href="mailto:rio@rio.gouv.qc.ca">rio@rio.gouv.qc.ca</a> Website: <a href="http://parcolympique.qc.ca">http://parcolympique.qc.ca</a> <u>MAG Halls A and C</u> : Two full sets of apparatus and additional PH and PB with each set <u>WAG Halls B and D</u> : Two full sets of apparatus and additional UB and BB with each set An additional general stretching area will be provided in the middle section of the East Hall

## Pictures of the Halls

### Competition Hall, Warm-up Hall:



**Training Halls:**



#### 4. PROVISIONAL PROGRAM (SUBJECT TO CHANGES)

DATE/TIME	DESCRIPTION	LOCATION
<b>Mon. Sept. 25</b> As announced As needed	Arrival of the MTC Meeting FIG Staff–LOC Staff	As announced FIG Room
<b>Tue. Sept. 26</b> As announced As announced As needed 10:00-18:00	Arrival of the WTC Arrival of the D-MAG Judges Meeting FIG Staff–LOC Staff MTC Meeting	As announced As announced FIG Room MTC Room
<b>Wed. Sept. 27</b> <b>As announced</b> As announced As needed As per schedule 09:00-12:00 10:00-18:00 14:00-18:00	<b>Official Arrival Day of the Delegations</b> Arrival of the D-WAG Judges Meeting FIG Staff–LOC Staff Apparatus Control MTC Meeting WTC Meeting Meeting with D-MAG Judges	<b>As announced</b> As announced FIG Room Relevant Halls MTC Room WTC Room MAG Judges' Room
<b>Thu. Sept. 28</b> <b>As per schedule</b> As needed As per schedule 09:00-12:00 <b>09:00-13:00</b> 13:00-15:30 16:00-18:00 <b>20:00-21:00</b>	<b>MAG and WAG Training</b> Meeting FIG Staff–LOC Staff Apparatus Control WTC Meeting <b>MAG Judge's Instruction and draw for Qualifications and AA Finals</b> Meeting with D-WAG Judges LOC Rehearsal (march on and event presentation) <b>Orientation Meeting</b>	<b>Training Halls</b> FIG Room Relevant Halls WTC Room <b>MAG Judges' Room</b> WAG Judges' Room FOP <b>TBC</b>
<b>Fri. Sept. 29</b> As per schedule As per Schedule <b>As per schedule</b> As per schedule End 2 <sup>nd</sup> Podium Sub 09:00-09:30 10:00-11:00 <b>11:00-15:00</b>	MAG and WAG Training MAG Warm-up <b>MAG Podium Training (subdivisions 1, 2 and 3)</b> Apparatus Control Longines' Briefing for all MAG Judges MAG Judges' Briefing WTC Meeting <b>WAG Judge's Instruction and draw for Qualifications and AA Finals</b>	Training Halls Warm-up Hall <b>FOP</b> Relevant Halls FOP MAG Judges' Room WTC Room <b>WAG Judges' Room</b>

DATE/TIME	DESCRIPTION	LOCATION
<b>Sat. Sept. 30</b>		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	MAG Warm-up	Warm-up Hall
<b>As per Schedule</b>	<b>MAG Podium Training (subdivision 4)</b>	<b>FOP</b>
As per schedule	Apparatus Control	Relevant Halls
09:00-09:30	MAG Judges' Briefing	MAG Judges' Room
11:00-14:00	WTC Meeting	WTC Room
As per schedule	WAG Warm-up	Warm-up Hall
<b>As per Schedule</b>	<b>WAG Podium Training (subdivisions 1 and 2)</b>	<b>FOP</b>
15:00-15:30	WAG Judges' Briefing	WAG Judges' Room
<b>Sun. Oct. 01</b>		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	WAG Warm-up	Warm-up Hall
<b>As per Schedule</b>	<b>WAG Podium Training (subdivisions 3, 4 and 5)</b>	<b>FOP</b>
As per schedule	Apparatus Control	Relevant Halls
End 3 <sup>rd</sup> Podium Sub	Longines' Briefing for all WAG Judges	FOP
10:00-18:00	MTC Meeting	MTC Room
12:30-13:00	WAG Judges' Briefing	WAG Judges' Room
TBC	Media Welcome Reception	TBC
TBC	Heads of Delegation Welcome Reception	TBC
<b>Mon. Oct. 02</b>		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	Apparatus Control	Relevant Halls
09:00-09:30	MAG Judges' Briefing	MAG Judges' Room
10:00-18:00	WTC Meeting (TBC)	WTC Room
As per schedule	MAG Warm-up	Warm-up Hall
<b>As per Schedule</b>	<b>MAG Qualifications (subdivisions 1, 2 and 3)</b>	<b>FOP</b>
<b>09:30-10:00</b>	<b>Opening Ceremony</b>	<b>FOP</b>
10:00-13:00	Subdivision 1	FOP
14:00-17:00	Subdivision 2	FOP
18:00-21:00	Subdivision 3	FOP

DATE/TIME	DESCRIPTION	LOCATION
<b>Tue. Oct. 03</b>		
As per schedule	MAG and WAG Training	Training Halls
As per schedule	Apparatus Control	Relevant Halls
09:00-09:30	MAG Judges' Briefing	MAG Judges' Room
As per schedule	MAG Warm-up	Warm-up Hall
<b>As per Schedule</b>	<b>MAG Qualifications (subdivision 4)</b>	<b>FOP</b>
10:00-13:00	Subdivision 4	FOP
15:00-15:30	WAG Judges' Briefing	WAG Judges' Room
As per schedule	WAG Warm-up	Warm-up Hall
<b>As per Schedule</b>	<b>WAG Qualifications (subdivisions 1 and 2)</b>	<b>FOP</b>
16:00-18:00	Subdivision 1	FOP
19:00-21:00	Subdivision 2	FOP
<b>Wed. Oct. 04</b>		
As per schedule	MAG (Finalists) and WAG Training	Training Halls
As per schedule	Apparatus Control	Relevant Halls
10:00-18:00	MTC Meeting and Judges' analysis of Qualifications	MTC Room
10:00-11:00	LOC Rehearsal Award Ceremonies	FOP
12:30-13:00	WAG Judges' Briefing	WAG Judges' Room
As per schedule	WAG Warm-up	Warm-up Hall
<b>As per Schedule</b>	<b>WAG Qualifications (subdivisions 3, 4 and 5)</b>	<b>FOP</b>
13:30-15:30	Subdivision 3	FOP
16:00-18:00	Subdivision 4	FOP
19:00-21:00	Subdivision 5	FOP
<b>Thu. Oct. 05</b>		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
10:00-17:00	WTC Meeting and Judges' analysis of Qualifications	WTC Room
17:00-19:00	WAG Workshop	TBC
17:30-19:00	WAG Athletes' Assembly and Elections of the Representative	TBC
18:00-18:30	MAG Judges' Briefing	MAG Judges' Room
As per Schedule	MAG Warm-up	Warm-up Hall
<b>19:00-</b>	<b>MAG All Around Final</b>	<b>FOP</b>
End MAG AA	Award Ceremony MAG All Around Final	<b>FOP</b>
End Award Cerem.	Medalists' Press Conference	Press Conf Room

DATE/TIME	DESCRIPTION	LOCATION
<b>Fri. Oct. 06</b>		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
10:00-18:00	MTC Meeting and Judges' analysis of AA Finals	MTC Room
14:30-17:30	WTC meeting if needed	WTC Room
17:30-19:00	MAG Athletes' Assembly and Elections of the Representative	TBC
17:45-18:30	WAG Judges' Briefing and Draw for Apparatus Finals	WAG Judges' Room
As per Schedule	WAG Warm-up	Warm-up Hall
<b>19:00-</b>	<b>WAG All Around Final</b>	<b>FOP</b>
End WAG AA	Longines MAG and WAG Prize for Elegance	FOP
End Longines Prize	Award Ceremony WAG All Around Final	FOP
End Award Cerem.	Medalists' Press Conference	Press Conf Room
<b>Sat. Oct. 07</b>		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
09:00-12:00	WTC Meeting and Judges' analysis of AA Finals	WTC Room
11:30-12:30	MAG and WAG Warm-up on Podium (Finalists)	FOP
11:30-12:30	MAG Judges' Briefing and Draw for Apparatus Finals (FX, PH, RI)	MAG Judges' Room
12:00-12:30	WAG Judges' Briefing	WAG Judges' Room
As per Schedule	MAG and WAG Warm-up	Warm-up Hall
<b>13:00-</b>	<b>Individual Apparatus Finals (Day 1)</b>	<b>FOP</b>
13:00-	MAG Floor Exercise	FOP
End MAG FX	WAG Vault	FOP
End WAG VT	Award Ceremonies MAG FX and WAG VT	FOP
End Award Cerem.	MAG Pommel Horse	FOP
End MAG PH	WAG Uneven Bars	FOP
End WAG UB	MAG Rings	FOP
End MAG SR	Award Ceremonies MAG PH, WAG UB and MAG SR	FOP

DATE/TIME	DESCRIPTION	LOCATION
<b>Sun. Oct. 08</b>		
As per schedule	MAG and WAG Training (Finalists)	Training Halls
As per schedule	Apparatus Control	Relevant Halls
10:30-12:00	WTC Meeting and Judges' analysis of Apparatus Finals (VT/UB)	WTC Room
Morning	Round table on Medical aspects and fight against Doping	TBC
11:30-12:30	MAG and WAG Warm-up on Podium (Finalists)	FOP
11:30-12:30	MAG Judges' Briefing and Draw for Apparatus Finals (VT, PB, HB)	MAG Judges' Room
12:00-12:30	WAG Judges' Briefing	WAG Judges' Room
As per Schedule	MAG and WAG Warm-up	Warm-up Hall
<b>13:00-</b>	<b>Individual Apparatus Finals (Day 2)</b>	<b>FOP</b>
13:00-	MAG Vault	FOP
End MAG VT	WAG Balance Beam	FOP
End WAG BB	Award Ceremonies MAG VT and WAG BB	FOP
End Award Cerem.	MAG Parallel Bars	FOP
End MAG PB	WAG Floor Exercise	FOP
End WAG FX	MAG Horizontal Bar	FOP
End MAG HB	Award Ceremonies MAG PB, WAG FX and MAG HB	FOP
End Award Cerem.	Closing Ceremony	FOP
TBC	Farewell Banquet	TBC
<b>Mon. Oct. 09</b>		
<b>As announced</b>	<b>Official Departure Day of the Delegations and Judges</b>	<b>As announced</b>
<b>Accordingly</b>	<b>MTC Meeting and finalization of the Judges' analysis</b>	<b>MTC Room</b>
<b>Accordingly</b>	<b>WTC Meeting and finalization of the Judges' analysis (inc. App. F. BB/FX)</b>	<b>WTC Room</b>
<b>Tue. Oct. 10</b>		
As announced	Departure of the MTC and the WTC	As announced

## 5. PARTICIPATION RIGHT AND ACCREDITATIONS

Senior Gymnasts holding a valid FIG License until the end of the competitions and with the correct age from FIG affiliated federations in good standings may take part in these Individual World Championships. An individual is entitled to only one accreditation card. If an individual has several valid "accreditable" functions, the highest function is normally selected, and no substitutes may directly benefit from unused accreditations. The functions of judge and gymnast cannot be combined with any other function, except for gymnast who can also act as Head of Delegation. It is forbidden to make a change of function after the nominative entry deadline except in case of special authorisation by the FIG Secretary General or his representative. However, it is forbidden for someone with an accreditation to substitute his/her function with the function of gymnast.

### Maximum Delegation Size

Each Delegation is requested to submit its Delegation composition through **FIG** on-line registration system.

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

<b>Function</b>	<b>MAG</b>	<b>WAG</b>	<b>Mixed</b>
Gymnasts	6	4	10
Head of Delegation	1	1	1
Team Manager (for delegations with 4-6 MAG and 4 WAG gymnasts only)	1	1	2
Coach (for delegations with 1-3 MAG and 1-3 WAG gymnasts with maximum one coach per gymnast)	2	2	4
Coach (for delegations with 4-6 MAG and 4 WAG gymnasts)	3	3	6
Additional Coach (for delegations with 1-3 MAG and 1-3 WAG gymnasts. The total number of coaches and additional coaches per discipline may not exceed the total number of gymnasts) *	1	1	
Additional Coach (for delegations with 4-6 MAG and 4 WAG gymnasts The total number of coaches and additional coaches per discipline may not exceed the total number of gymnasts) *	3	1	
Medical Doctor	1	1	1
Paramedical Staff	1	1	2
Additional Paramedical Staff (for delegations with 4-6 MAG and 4 WAG gymnasts only) *	1	1	2
Judges (for delegations with 1-3 MAG and 1-3 WAG gymnasts)	1	1	2
Judges (for delegations with 4-6 MAG and 4 WAG gymnasts)	2	2	4
Guest or VIP Guest *	1	1	2
<b>Transferable Access Cards to be used in conjunction with the primary accreditation card</b> <i>(the total number of transferable access card for coaches may not exceed the total number of coaches per discipline)</i>			
Zone 1 for coach (for delegations with 1-3 MAG and 1-3 WAG gymnasts)	1	1	2
Zone 1 for coach (for delegations with 4-6 MAG and 4 WAG gymnasts)	2	2	4
Zone 1 for medical staff	1	1	1
Zone 3 for MAG and WAG Team Manager (for delegations with 4-6 MAG and 4 WAG gymnasts only) or Head of Delegation	1	1	1

Accreditations with a star (\*) are at the charge of the Delegations. The costs of these accreditations are as follows:

Additional Coach - DEL	CAD 270
Additional Paramedical Staff - DEL	CAD 270
Guest – DEL (if accommodation booked through LOC: access to Delegations seating, local transportation and banquet)	CAD 270
Guest – DEL (if accommodation <b>not</b> booked through LOC: access to Delegations seating only)	CAD 270
Guest – DEL with VIP (if accommodation booked through LOC: access to Delegation seating, VIP seating, VIP Lounge, local transportation and banquet)	CAD 540
Guest – DEL with VIP (if accommodation <b>not</b> booked through LOC: access to Delegation seating, VIP seating and VIP Lounge only)	CAD 540

## Supplementary Accreditations

The following supplementary Accreditations, either free of charge or at the charge of the Delegations or the FIG Authority, may also be delivered. A request to receive supplementary accreditations must be sent **in writing to the FIG Office** as soon as possible but by no later than **03 July 2017**. These supplementary accreditations are **not** part of **FIG** on-line registration system.

FIG, former FIT, and IFSA Honorary Members as FIG Guests of Honor	Free
Former Olympic and World Champions as FIG Guests of Honor	Free
FIG Council Members	Free
Continental Union Secretary General as FIG Guest	Free
Continental Union ART TC Presidents as FIG Guest	Free
NF President not as Head of Delegation – DEL (if accommodation booked through LOC: access to Delegations seating, local transportation and banquet)	CAD 270
NF President not as Head of Delegation – DEL (if accommodation <b>not</b> booked through LOC: access to Delegations seating only)	CAD 270
NF President not as Head of Delegation – DEL with VIP (if accommodation booked through LOC: access to Delegation seating, VIP seating, VIP Lounge, local transportation and banquet)	CAD 540
NF President not as Head of Delegation – DEL with VIP (if accommodation <b>not</b> booked through LOC: access to Delegation seating, VIP seating and VIP Lounge only)	CAD 540
Accompanying Person of an NF President – DEL	CAD 270
Accompanying Person of an NF President – DEL with VIP	CAD 540
FIG Accompanying Person of TC Members	CAD 270
FIG Accompanying Person of EC Members (including TC Presidents)	Free
FIG Accompanying Person of FIG, former FIT and IFSA Honorary Members	Free
Organizers of future ART multi sports Games, World and Continental Championships other than the next ART World Championships (if assigned, or if candidature/bidding file received)	
Observers (if accommodation booked through LOC: access to Delegations seating, local transportation and banquet)	CAD 270
Observers (if accommodation <b>not</b> booked through LOC: access to Delegations seating only)	CAD 270
VIP Observers (if accommodation booked through LOC: access to Delegation seating, VIP seating, VIP Lounge, local transportation and banquet)	CAD 540
VIP Observers (if accommodation <b>not</b> booked through LOC: access to Delegation seating, VIP seating and VIP Lounge only)	CAD 540
Organizers of the next ART World Championship - Maximum 6 accreditations including 2 VIP	
Observers (if accommodation booked through LOC: access to Delegations seating, local transportation and banquet)	Free
Observers (if accommodation <b>not</b> booked through LOC: access to Delegations seating only)	Free

VIP Observers (if accommodation booked through LOC: access to Delegation seating, VIP seating, VIP Lounge, local transportation and banquet)	Free
VIP Observers (if accommodation <b>not</b> booked through LOC: access to Delegation seating, VIP seating and VIP Lounge only)	Free

Additional Observers and all other Observers	
Additional Observers (if accommodation booked through LOC: access to Delegations seating, local transportation and banquet)	CAD 270
Additional Observers (if accommodation <b>not</b> booked through LOC: access to Delegations seating only)	CAD 270
Additional VIP Observers (if accommodation booked through LOC: access to Delegation seating, VIP seating, VIP Lounge, local transportation and banquet).	CAD 540
Additional VIP Observers (if accommodation <b>not</b> booked through LOC: access to Delegation seating, VIP seating and VIP Lounge only)	CAD 540

## PAYMENT

The payment for all these accreditations (at the charge of the Delegations or the FIG Authorities) must be made exclusively to the LOC via bank transfer by **03 July 2017** at the very latest as follows:

Beneficiary	CHAMPIONNATS DU MONDE DE GYMNASTIQUE 2017
Account	0 0815 30015 0837567
Bank:	CAISSE CENTRALE DESJARDINS, MONTREAL, CANADA
SWIFT/BIC	CCDQCAMM

All bank fees in connection with the bank transfers must be covered. Please state the name of your federation or the FIG Authority, the contact person and the payment purpose on the transfer (i.e "SUI\_John Smith\_2017 ART WCH Accreditations - Invoice #"). The payment must be made in CAD only.

In case of lost or stolen accreditation, the LOC and the FIG must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced at the charge of the card holder (CAD 270). Lost or stolen transferable access cards will not be replaced.

## Media Accreditations

International media representatives as well as federations' communications staff who are interested in covering the World Championships can register online at <https://media.fig-gymnastics.com>. In addition, federations are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at [mediafig@fig-gymnastics.org](mailto:mediafig@fig-gymnastics.org). **Deadline: June 30, 2017.** The FIG Accreditation Rules and Media Rules have to be strictly respected.

## 6. AGE LIMIT OF GYMNASTS

- The age of the **MAG gymnasts** in 2017 is minimum 18 years old (born 1999) or older.
- The age of the **WAG gymnasts** in 2017 is minimum 16 years old (born 2001) or older.

## 7. REGISTRATIONS AND ENTRY FEES

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Registrations can only be made by FIG affiliated federations in good standings.

Each Delegations taking part with 4-6 MAG and/or 4 WAG gymnasts will have the right to present two qualified E-judges in good standing of which one, at least, will be called upon to judge, provided that no R-judge was nominated or D-judge was drawn. The total number of judges per NF may however not exceed 2.

- If 1 R is nominated, then only 1 E can be assigned
- If 1 D is drawn, then only 1 E can be assigned
- If 1 D is drawn, then no R can be nominated

Each Delegations taking part with 1-3 MAG and/or 1-3 WAG gymnasts will have the right to present one qualified E- judge.

### Provisional Registration

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The provisional registrations must be completed by entering the composition of the delegation via the **FIG** on-line system ([click here](#)) and by using the National Gymnastics Federations' login (e-mail) and password, **from 18 April 2017 until 02 May 2017 (until midnight Swiss time)** at the very latest.

*Note: your Federation is only requested to confirm the maximum 3 gymnasts competing per apparatus at the time of the Nominative Registration.*

After the provisional registration, the LOC will provide by email to each Federation, instructions on how to access the **LOC** online system. Using the LOC online system, Federations will be able to:

- Book accommodations and meal plans
- Submit travel schedule information (arrivals and departures)
- Make Visa requests
- Buy additional Farewell Banquet tickets
- Upload photos of each delegation member
- Request insurance coverage

### Definitive Registration

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The definitive registrations must be completed by entering the composition of the delegation via the **FIG** on-line system ([click here](#)) and by using the National Gymnastics Federations' login (e-mail) and password, **from 03 May 2017 until 03 July 2017 (until midnight Swiss time)** at the very latest.

*Note: although your Federation is only requested to confirm the maximum 3 gymnasts competing per apparatus at the time of the Nominative Registration, the online system nevertheless requires that you register a number already at this Definitive Registration stage.*

- **Enter "3"** for all MAG and WAG apparatus if you register 3 to 6 MAG gymnasts and 3 or 4 WAG gymnasts.
  - **Enter "2"** for all MAG and WAG apparatus if you register 2 MAG gymnasts and 2 WAG gymnasts.
  - **Enter "1"** for all MAG and WAG apparatus if you register 1 MAG gymnast and 1 WAG gymnast
- This will then allow you to enter your appropriate names at the Nominative Registration.*

### Nominative Registration

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The nominative registrations must be completed by entering the composition of the delegation via the **FIG** on-line system ([click here](#)) and by using the National Gymnastics Federations' login (e-mail) and password, **from 04 July 2017 until 04 September 2017 (until midnight Swiss time)** at the very latest. Your Federation is requested to confirm the maximum 3 gymnasts competing per apparatus at the time of this Nominative Registration

**Nominative registrations received in the FIG Offices after the drawing of lots will be refused (i.e. the gymnasts will not be allowed to compete).**

Together with the nominative registration, the delegations must upload to the **LOC** online system one passport photo of each delegation member. The specifications of each photo must be as follows:

- File format: .jpg or .jpeg
- Dimensions: min. 210 X 270 pixels, max. 420 X 540 pixels
- Width 35 x 45 height
- File size: not bigger than 1MB

## Entry Fees

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The **non-reimbursable** registration fee is **CHF50.-** per gymnast.

The total amount must be paid to FIG by **03 July 2017** by using one of the following two payment methods:

### 1. Bank wire:

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12A, CH-1003 Lausanne/Switzerland
Account	272-56301649.0
Bank	UBS SA, Nidaugasse 49, CH-2501 Bienne/Switzerland
IBAN	CH40 0027 2272 5630 1649 0
SWIFT/BIC	UBSWCHZH80A

All bank fees in connection with the bank transfers must be covered. Please state the following on the transfer:

- NF Event ID Discipline Event Level Year Host Country
- Example: **SUI** 13465 ART WCH 2017 CAN

The payment must be made in **CHF only**.

### 2. Credit card:

For payment by credit card, please contact directly the FIG Finance Manager, Mr Jürgen KOLB ([jkolb@fig-gymnastics.org](mailto:jkolb@fig-gymnastics.org)).

Registrations without the appropriate payment of the registration fees at the time of the Definitive Registration will be considered invalid (i.e. the gymnasts will not be allowed to compete).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices etc.) and the LOC (e.g. hotel accommodation) will not be allowed to participate in these Individual World Championships.

## Fines

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The fines are as follows (as per FIG TR, Section 1, Reg. 4.1.):

Fine after missing the Provisional Registration deadline or after late Provisional Registration	CHF 1'000
Fine after missing the Definitive Registration deadline or after late Definitive Registration	CHF 1'500
Fine after missing the Nominative Registration deadline or after late Nominative Registration (until the gymnasts' drawing of lots)	CHF 1'000

## 8. LICENSES

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The LOC will be responsible for checking the validity of the gymnasts' Licenses. **No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.**

In order to be considered, Licence application forms (new or renewal) **must** therefore be submitted on **4 August 2017 at the latest** (i.e. one month prior to the deadline for nominative registration). Please consult FIG License Rules for additional information in this respect.

## 9. JUDGES

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The MAG and WAG D (1 and 2) and R Judges will be respectively drawn and designated by FIG.

Each delegation may send MAG and WAG Judges of Category I, II, or III. The MAG and WAG E-judges' draw will be conducted in Montreal in accordance with the provisions of the 2017-2020 FIG General Judges' Rules, including Reg. 7.10.3 a) of the TR.

The Jury of Appeal will be composed as follows:

Discipline	President	Member	Member
MAG	TBC by FIG	TBC by FIG	To be named on site if required
WAG	TBC by FIG	TBC by FIG	To be named on site if required

## 10. DRAWING OF LOTS

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The drawing of lots will decide the starting order of the Qualifications and the Apparatus finals.

The gymnasts' drawing of lots will take place within two weeks after the deadline of the **Nominative** Registration. The exact date, time, and location will be announced in due course by the FIG to the parties concerned which are entitled to be present at the draw.



For these Individual World Championships, the drawing of lots will be conducted to allow each Delegation to train, warm-up and compete together in one group.

## 11. COMPETITION FORMAT AND PROGRAMME

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The Individual World Championships comprise exercises on each of the various apparatus to determine the All-Around World Champion and the World Champion on each apparatus. Qualifications, All-Around Finals, and Apparatus Finals will be organized and conducted according to the 2017 TR, including Section 2 for Artistic Gymnastic, Reg. 5.3. There will be no Team Finals or Team Ranking in the Qualifications.

Each Federation may register a maximum of 6 men's gymnasts and 4 women's gymnasts. However, no more than 3 gymnasts may compete per apparatus.



The Provisional training, warm-up, and competition schedules will be included in the work plan. Each Delegation will train, warm-up and compete together in one group at these Individual World Championships.

At these Individual World Championships, the following will be implemented:

- A spectacular mega screen will be installed in a theatre shape Competition Hall and used to enhance each segment of the event experience, the sports presentations and the venue entertainment. The MAG and WAG Apparatus Podiums will be positioned on the Field of Play as shown under point 3 above
- The Judges' panels and Apparatus Supervisor will sit in line outside the Field of Play

- The Floor Exercise Line Judges will sit at each end of the Floor Exercise panels and will be supported by a video system. The Vault Line Judge will be seated on an elevated platform behind the Vault Podium with no special video system. Out of bounds will be signaled through the activation of a red light.
- Gymnasts will be presented by a speaker as they come onto a large stage placed in front of the spectacular screen and will make their way to their apparatus.
- The Federations' flags will be displayed through the spectacular screen at the Opening Ceremony, as part of the pre-show for each Competition Session, for the Victory Ceremony, and at the Closing Ceremony
- The Mixed Zone will be positioned so as to be visible from the Competition Hall

## 12. BIOGRAPHIES

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Athlete biographies are available online at [http://www.fig-gymnastics.com/publicdir/licences/lic\\_view.php](http://www.fig-gymnastics.com/publicdir/licences/lic_view.php) and will be updated before the World Championships.

## 13. PUBLICITY

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As the Code of Points foresees deductions should the FIG Rules for Advertising and Publicity on attire and equipment not be respected, each federation may fill-in the online FIG Publicity form (FIG Rules for Advertising and Publicity Appendix E for men and F for women) if deemed necessary by **04 September 2017** at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under "Rules - Publicity" for additional information, you may also contact [tv@fig-gymnastics.org](mailto:tv@fig-gymnastics.org) for further assistance if required.

## 14. EQUIPMENT

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The Manufacturer Supplier will be Gymnova. While the Color of the Floor Exercise mat will be white, please refer to Appendix 1 for the complete List of Apparatus which will be used, including the certified product names and article numbers.

## 15. VISA

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Please verify immediately with your travel agent or the Canadian Embassy or Consulate in your country if a visa is required for your travel to Canada.

The LOC will be happy to assist each Delegation member with an official invitation letter, provided that the Visa request is made to the LOC via the **LOC** online system before **03 July 2017** and includes the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to.

**New** Canadian entry requirement now in effect: visa-exempt foreign nationals need an Electronic Travel Authorization (eTA) to fly to or transit through Canada.

General visa information for Canada can be obtained as follows:  
<http://www.cic.gc.ca/ENGLISH/visit/index.asp>

## 16. TRANSPORTATION

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### International transportation

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The international transportation to Montreal will be at each delegation's own expenses. The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their international transportation.

### Local transportation

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#### From and to the airport:

Local transportation from the Montreal Airport to the official hotels (and back) or the accreditation center will be provided for accredited delegations who will:

- stay at one of the official hotels
- book their accommodation through **LOC** online system and
- complete and submit the travel schedule information for arrivals and departures via the **LOC** online system by **25 August 2017** at the latest

This service will be organized by the LOC.

#### Hotel / Olympic Stadium:

A shuttle service will be available for the local transportation of all accredited persons (if applicable) from the official hotels to the training, warm-up, and competitions halls as well as to any other official functions and back as needed. Member Federations who do not stay at one of the official hotels, do not book their accommodations through LOC and do not submit via the **LOC** online system their Travel Schedule for Arrival and Departure within the deadline will not be entitled to use the LOC local transportation system. They will be responsible for the transportation of their delegation members and for being on time as per the event schedule.

## 17. ACCOMMODATION

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The LOC is delighted to provide FIG and delegations members with the following selection of official hotels:

### Official Hotel for FIG and Delegations

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#### **Le Centre Sheraton – Category 1**

1201 Boulevard René-Lévesque West, Montreal, QC H3B 2L7 / [www.sheratoncentremontreal.com](http://www.sheratoncentremontreal.com)

Located downtown and 25 minutes by shuttle from the Olympic Stadium. Contemporary comforts, modern décor and city views. Rooms designed with sweet sleeper beds, warm blends coffee maker with complimentary coffee and tea, hair dryer, iron/ironing board. Indoor pool or work out in the fitness room.



## Official Hotel for Judges (FIG D and R Judges as well as Delegations' Judges)

### Delta – Category 2

475 Avenue du President-Kennedy, Montreal, QC H3A 1J7 / [www.deltahotels.com](http://www.deltahotels.com)

Located in the heart of the downtown district and 23 minutes by shuttle from the Olympic Stadium. All comforts and convenient access to famous attractions. Rooms and suites with modern design and intuitive amenities, free Wi-Fi access, flat-screen TV and ergonomic workspace. On-site fitness center and full-service spa.

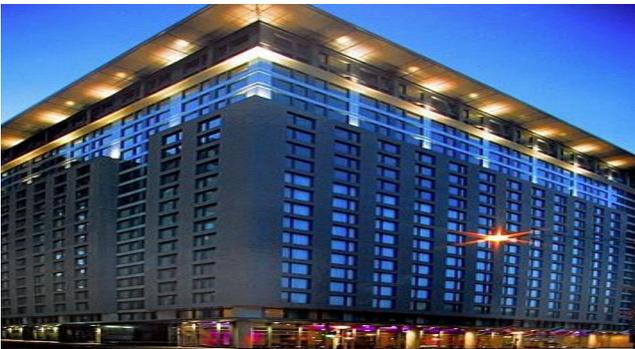


## Official Hotel for Delegations

### Embassy Suites (by Hilton) – Category 1

208 Rue Saint-Antoine West, Montreal, QC H2Y 0A6 / [www.embassysuites.com](http://www.embassysuites.com)

Located in the heart of the financial district and 20 minutes by shuttle from the Olympic Stadium. Contemporary studios with thoughtful amenities. Suite with private bedroom, separate living area and all comforts. TV in each room, living area with sofa bed, armchair and work table, wet bar, refrigerator, microwave, and coffeemaker.



### Montreal Marriott Château Champlain – Category 2

1050 Rue de la Gauchetière West, Montreal, QC H3B 4C9 / [www.marriottchateauchamplain.com](http://www.marriottchateauchamplain.com)

Located in the heart of vibrant downtown and 22 minutes by shuttle from the Olympic Stadium. Spacious accommodation with thoughtful amenities. Revive bedding, HD LCD TVs, flexible workspace, indoor pool, on-site Spa, and dining options.



### **Holiday Inn Select Montreal Centre Ville – Category 3**

999 Rue Saint-Urbain, Montreal, QC H2Z 0B4 / [www.holidayinn-montreal.com](http://www.holidayinn-montreal.com)

Located near Chinatown and 20 minutes by shuttle from the Olympic Stadium. Newly renovated with easy access to city attraction. Large rooms with a view, free Wi-Fi Internet access, flat-screen TV, iron and ironing board. Heated indoor pool and whirlpool, fitness centre and laundry area.



### **Hotel Universel Montreal – Category 3**

5000 Rue Sherbrooke East, Montreal, QC H1V 1A1 / [www.hoteluniverselmontreal.com](http://www.hoteluniverselmontreal.com)

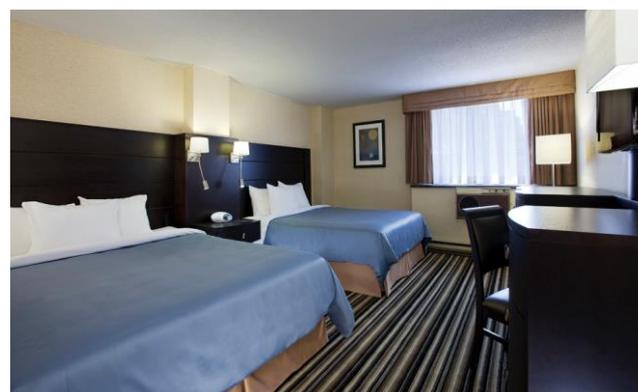
Located in Sports, Leisure and Garden districts and 15 minutes' walk or 10 minutes by shuttle from the Olympic Stadium. Well-appointed rooms with foam bamboo mattresses, large working desk, free Wi-Fi, flat-screen LCD TVs, and separated full bath and shower cabinet. Indoor heated pool.



### **Hotel Lord Berri – Category 4**

1199 Rue Berri, Montreal, QC H2L 4C6 / [www.lordberri.com](http://www.lordberri.com)

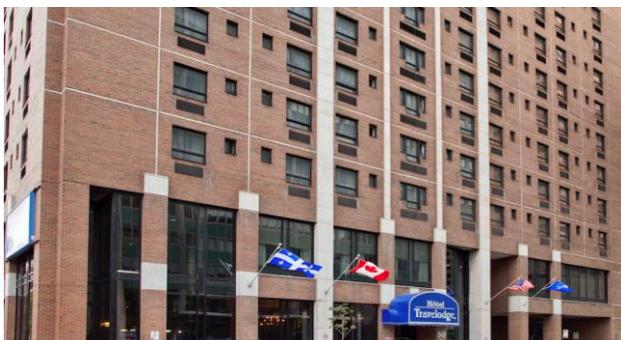
Located in the heart of the Quartier Latin and 19 minutes by shuttle from the Olympic Stadium. European style hotel with comfort, mini-refrigerator, coffee machine, iron and ironing board and a hair dryer.



### Hotel Travelodge Montreal Centre – Category 4

50 Boulevard René Lévesque West, Montreal, QC H2Z 1A2 / [www.travelodgemontrealcentre.com](http://www.travelodgemontrealcentre.com)

Located near Chinatown and 19 minutes by shuttle from the Olympic Stadium. Rooms with European comfort and many amenities. Private bathroom and shower, individual air-conditioning unit, free coffee and tea and flat screen TVs. Designed for groups and sports teams, offering different bedding options.



### Auberge Royal Versailles – Category 4

7200 Rue Sherbrooke East, Montreal, QC H1N 1E7 / [www.royalversailles.com](http://www.royalversailles.com)

Located steps away from great attractions and 16 minutes by shuttle from the Olympic Stadium. Quality services and amenities with outdoor pool, empty mini-fridges, Wi-Fi, laundry or dry cleaning services, coffee and coffee maker.



### Official Hotel for Media and Press

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### Hôtel Gouverneur – Category 3

1415 Rue Saint-Hubert, Montreal QC H2L 3Y9 / <http://montreal.gouverneur.com/>

Located in the Latin Quarter and 20 minutes by metro from the Olympic Stadium with direct Green line connection. 10-minutes' walk from the shops lining Saint Catherine Street



## Hotel Category Prices

**Category 1** - All rates include applicable taxes, service charges, and transportation

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With breakfast per person/ per night:

- Single occupancy: CAD 285 (if at Le Centre Sheraton, access to Club Lounge)
- Double occupancy: CAD 170

**Category 2** - All rates include applicable taxes, service charges, and transportation

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With breakfast per person/ per night:

- Single occupancy: CAD 265
- Double occupancy: CAD 155

**Category 3** - All rates include applicable taxes, service charges, and transportation

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With breakfast per person/ per night:

- Single occupancy: CAD 225
- Double occupancy: CAD 125

**Category 4** - All rates include applicable taxes, service charges, and transportation

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With breakfast per person/ per night:

- Single occupancy: CAD 180
- Double occupancy: CAD 95
- Triple occupancy: CAD 90 (**ONLY** Hotel Travelodge Montreal Centre - limited numbers)
- Quadruple occupancy: CAD 85 (**ONLY** Hotel Travelodge Montreal Centre - limited numbers)

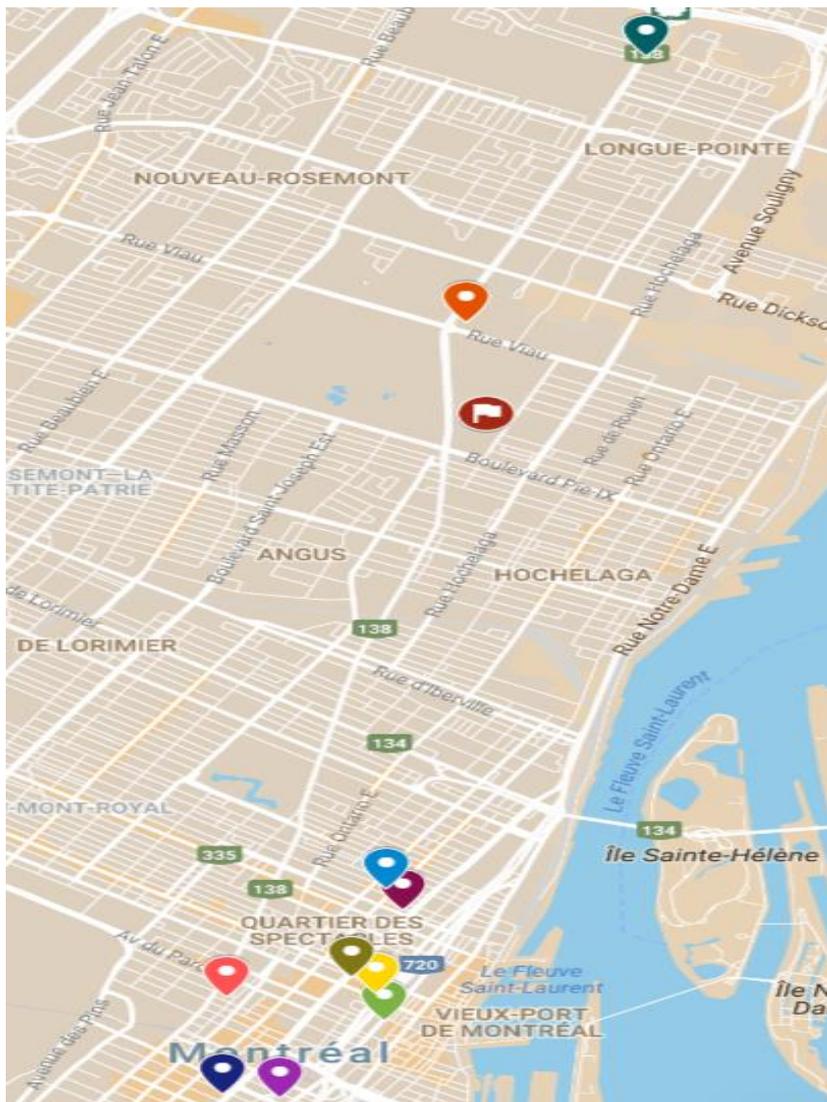
## Distances between the Training, Warm-up, Competition halls, Airport and Official Hotels

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Nbr	Hotels	Hotel Services				Distance to	
		Gym	Pool	Free WI-FI	Transport	Airport	Competition, Warm-up and Training Halls -by shuttle
1	Sheraton	√	√	√	√	26 Min.	25 Min.
2	Delta	√	√	√	√	31 Min.	23 Min.
3	Embassy Suites (by Hilton)	√		√	√	27 Min.	20 Min.
4	Montreal Marriott Château Champlain	√	√	√	√	26 Min.	22 Min.
5	Holiday Inn Select Montreal	√	√	√	√	27 Min.	20 Min.
6	Hotel Universel Montreal	√	√	√	√	35 Min.	10 Min. (15 Min. walk)
7	Hotel Lord Berry			√	√	25 Min.	19 Min.
8	Auberge Royal Versailles	√		√	√	35 Min.	16 Min.
9	Hotel Travel Lodge Montreal Centre	√		√	√	28 Min.	19 Min.
10	Hôtels Gouverneur Montreal	√	√	√	√	27 Min.	20 Min/ subway

## Map

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-  Stade olympique
-  Le Centre Sheraton Montreal Hotel
-  Delta Hotels by Marriott Montreal
-  Embassy Suites by Hilton Montreal
-  Montreal Marriott Château Champlain
-  Holiday Inn Montreal Centreville Downtown
-  Hotel Universel Montreal
-  Hôtel Lord Berri
-  Auberge Royal Versailles
-  Travel Lodge
-  Hôtels Gouverneur Montréal

## Hotels and packages for visitors

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The LOC has negotiated packages including your overnight at the hotel, American breakfast (where available), internet access, a transit pass valid for the duration of your stay, as well as maps and discount coupons to enhance your visit to Montreal. The package also includes all taxes and services charges so that you will not have surprises when you arrive. You will only have your personal expenses. Exclusive packages are available for purchase and can be booked by visiting: <http://fanmtl2017gym.com/>

## Reservations of Rooms and Meal Plans (if any)

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The LOC will provide each Federation with a personal login for all accommodation and meal plan (if any) reservations in an official hotel. The following steps must be respected in order to make a reservation:

- 1) Accommodation and meal plans (if any) by number: submit the reservation request via the **LOC** online system by **03 July 2017** at the very latest.
- 2) Accommodation and meal plans (if any) by name: submit the reservation request via the **LOC** online system by **25 August 2017** at the very latest.

FIG affiliated member Federations should submit their reservation requests as a matter of priority as rooms are limited and will be allocated strictly in order of booking receipt (i.e. “first come, first served”). Each Delegation will be requested to select a Hotel Category among the four Categories proposed, and not a property. The LOC will be responsible for allocating the different hotels in accordance with the Category selected by each Delegation. Should a chosen Category not be available, the LOC will contact the Federation concerned to discuss alternative options.

To secure your preferred Category, it is strongly recommended to submit your reservation request via the **LOC** online system well in advance of the due dates of respectively **03 July 2017** and **25 August 2017**. Do **not** book directly with the hotel as local transportations and other negotiated services will **not** be offered.

Media accommodation can be booked as of **03 May 2017** by visiting:  
<http://housingmtl2017gym.com>

## 18. MEALS

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### Meal Plan (lunch and dinner)

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The meal plan (lunch and dinner) is **not compulsory** and the delegations are free to make their own meals arrangements for lunch and dinner. Meal Plan requests for the Delegation Members can nevertheless be made in advance via the **LOC** online system by **03 July 2017** and **25 August 2017** at the very latest. There will be no substitutions and the number of days must match the room reservation stay.

### Arrangements

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Breakfast is included in the price of each room at the official hotels and will be served daily at the property from 27 September 2017 to 9 October 2017 from 06h00 to 09h00.

The LOC meal plan prices **per person / per day** (lunch and dinner) are as follows:

- Hotel Category 1: CAD 100
- Hotel Category 2: CAD 85
- Hotel Category 3 : CAD 70
- Hotel Category 4 : CAD 70

For Federations that have booked their accommodations with meal plans, the LOC will provide these meals each day at the hotels. Lunch will be provided from 11h00 to 14h00 and dinner from 19h00 to 22h00 each day.

During the MAG and WAG Podium Training and Qualifications, the working MAG and WAG Judges will receive a meal from the LOC at the competition venue. Further information regarding breaks and meal times will be given at the judge's Instructions.

### Payment of Rooms and Meal Plans (if any)

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Payment for accommodation and meal plans (if any) must be made via bank transfer to:

Beneficiary	CHAMPIONNATS DU MONDE DE GYMNASTIQUE 2017
Account	0815 30015 0837567
Bank:	CAISSE CENTRALE DESJARDINS, MONTREAL, CANADA
SWIFT/BIC	CCDQCAMM

All bank fees in connection with the bank transfers must be covered. Please state the name of your federation, the contact person and the payment purpose on the transfer (i.e "SUI\_John Smith\_2017 ART WCH Accommodation and Meal Plan Payment - Invoice #"). The payment must be made in CAD only.

The prepayment to the LOC of 50% of the total cost of the accommodation and meal plan (if any) must be made at the time you submit the Accommodation Room Numbers and Meal Plan (if any), or by no later than **03 July 2017**. Following the reception of the booking and the deposit payment, a confirmation will be sent to you by the LOC detailing all booking particulars and the final balance.

The final payment to the LOC of the remaining 50% for all accommodation and meal plan (if any) will be required by no later than **25 August 2017**.

Failure to forward the payment by the required dates will result in the reservations being cancelled and the deposit payment being forfeited.

All personal expenses (such as hotel services, laundry, room services, telephone, mini bar, etc.) are not included. Any charges occurred must be settled directly with the hotel prior to departure. Any outstanding accounts will be the Member Federation responsibility.

### **Cancellation Policy of Rooms and Meal Plans (if any)**

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The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodation and meal plans (if any).

- Rooms and meal plans (if any) cancelled between **04 July 2017** and **25 July 2017** at the very latest will be subject to a cancellation fee of 50% to be paid by the Federation concerned to the LOC.
- Rooms and meal plans (if any) cancelled between **26 July 2017** and **25 August 2017** at the very latest will be subject to a cancellation fee of 75% to be paid by the Federation concerned to the LOC.
- Rooms and meal plans (if any) cancelled after **26 August 2017** and all "no shows" will be subject to a cancellation fee of 100% to be paid to the LOC by the Federation concerned.

### **Farewell Banquet**

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Accredited Delegation members (with the exception of E- and R- media), who will stay at one of the official hotels and will book their accommodation through LOC will receive a free ticket for the Farewell Banquet.

All other persons wishing to attend the Banquet will be able to do so, provided that a request is sent to the LOC via the **LOC** online system requesting the number of tickets needed. The amount of CAD 75 per person must be paid in full to the LOC by **03 July 2017**. Please note that availability is limited.

### **Payment of the Farewell Banquet**

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Farewell Banquet ticket payment (if applicable) must be made via bank transfer to:

Beneficiary	CHAMPIONNATS DU MONDE DE GYMNASTIQUE 2017
Account	0815 30015 0837567
Bank:	CAISSE CENTRALE DESJARDINS, MONTREAL, CANADA
SWIFT/BIC	CCDQCAMM

All bank fees in connection with the bank transfers must be covered. Please state the name of your federation, the contact person and the payment purpose on the transfer (i.e "SUI\_John Smith\_2017 ART WCH Farewell Banquet Payment - Invoice #"). The payment must be made in CAD only.

The cancellation policy for any purchased Farewell banquet tickets is identical to the cancellation policy for the accommodation and meal plan booking.

## **19. INSURANCE**

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The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.

The FIG TR foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation.

The LOC will verify the delegation members' insurance upon arrival (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC via e-mail by no later than **04 September 2017**. The LOC will subsequently offer insurance at the Federations' own charge as follows: up to CAD15 per person/day with a coverage limit of CAD300 000

## **20. WORKPLAN**

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The Workplan will be sent to all the participating federations six weeks at the latest before the start of the competitions.

## **21. DOPING CONTROLS**

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Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.

## **22. OFFICIAL HOSPITAL**

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The Official hospital will be as follows:

Montreal General Hospital  
1650 Avenue Cedar  
Montreal, QC H3G 1A4

## **23. WAG MUSIC**

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While the LOC guarantees the respect for the rights of author and broadcasting of the musical works, each National Gymnastics Federation will also have to confirm that the Floor Exercise music of their WAG gymnast does not violate any copyrights and that it can be broadcasted within sports. This confirmation will have to be made at the time of the online Nominative Registration via **FIG** online system.

Each National Gymnastics Federation will also be requested to inform on the composer, the title of the music, the artist/interpreter and if words/voice are used.

## 24. ELECTIONS OF THE MAG AND WAG ATHLETES' REPRESENTATIVES

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The elections of the MAG and WAG athletes' representative for the period extending from 2018 until 2021 will take place as follows:

- for MAG: on 06 October 2017 from 17h30-19h00 in a location TBC
- for WAG: on 05 October 2017 from 17h30-19h00 in a location TBC

These elections will be made according to the FIG Statutes and based on the candidatures received. Not more than one representative in the FIG athletes' commission per Federation will be allowed. The assembly of the athletes will be open to two athletes per member federation and FIG officials.

The election will be directed by a person to be designated at a later stage, accompanied respectively by MTC and WTC Presidents.

MAG and WAG Candidates must be nominated by their gymnastics Federation as soon as possible, but by no later than **04 September 2017**. Should the FIG not receive any candidatures within the given deadline, candidates will be accepted from the floor on the day of the assembly, provided that the candidates present a written confirmation at the assembly, duly signed by the President or the Secretary General of their Gymnastics Federation.

## 25. WORKSHOPS / ROUND TABLE ON MEDICAL ASPECTS AND FIGHT AGAINST DOPING

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Information on the MAG and WAG Workshops as well as the Round table on Medical aspects and fight against Doping during these World Championships will be included in the workplan.

## 26. SUMMARY OF THE DEADLINES AND PAYMENTS

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FIG ONLINE SYSTEM		
Items	Opening Date	Closing Date
Provisional Registration	18 April 2017	02 May 2017 until midnight Swiss time
Definitive Registration	03 May 2017	03 July 2017 until midnight Swiss time
Nominative Registration	04 July 2017	04 September 2017 until midnight Swiss time
WAG Music	04 July 2017	04 September 2017 until midnight Swiss time
Media Accreditation	Now	30 June 2017 until midnight Swiss time
Publicity (not compulsory)	Now	04 September 2017
WRITTEN REQUEST TO FIG		
Items	Opening Date	Closing Date
Supplementary Accreditations	Now	03 July 2017
Nomination of Candidates MAG/WAG Elections Athletes Representatives (not compulsory)	Now	04 September 2017
PAYMENT TO FIG		
Items	Opening Date	Closing Date
Registration Fee	Now	03 July 2017

<b>LOC ONLINE SYSTEM</b>		
<b>Items</b>	<b>Opening Date</b>	<b>Closing Date</b>
Visa Request (not compulsory)	03 May 2017	03 July 2017
Travel Schedule for Arrivals and Departures	04 July 2017	25 August 2017
Accommodation Room Numbers and Meal Plan (if any)	03 May 2017	03 July 2017
Accommodation By Name and Meal Plan (if any)	04 July 2017	25 August 2017
Farewell Banquet (if applicable)	03 May 2017	03 July 2017
<b>WRITTEN LETTER TO LOC</b>		
<b>Items</b>	<b>Opening Date</b>	<b>Closing Date</b>
Insufficient Insurance Cover (if applicable)	03 May 2017	04 September 2017
<b>PAYMENT TO LOC</b>		
<b>Items</b>	<b>Opening Date</b>	<b>Closing Date</b>
Accommodation Costs and Meal Plan (if any) first 50%	03 May 2017	03 July 2017
Accommodation Costs and Meal Plan (if any) last 50%	03 May 2017	25 August 2017
Farewell Banquet (if applicable)	03 May 2017	03 July 2017
Accreditations at the charge of the Delegations or the FIG Authority	Now	03 July 2017

Sincerely Yours,

André Gueisbuhler  
Secretary General

## **APPENDIX**

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- Appendix 1 - List of Apparatus used