



## DIRECTIVES

Dear,

The Royal Belgian Gymnastics Federation has the pleasure to invite your Federation to participate in the Flanders International Team Challenge, an official FIG **international tournament on a podium for Women's Artistic Gymnastics teams** (juniors and seniors).

<b>DISCIPLINE</b>	Women's Artistic Gymnastics
<b>HOST FEDERATION</b>	Royal Belgian Gymnastics Federation - Address: Roodebeeklaan 44 – 1040 Brussels - Phone number: + 32 (0)9 243 12 00 - Fax number: + 32 (0)9 243 12 29 - E-mail: <a href="mailto:info@frbg-kbt.be">info@frbg-kbt.be</a>
<b>ORGANIZING COMMITTEE</b>	GymnastiekFederatie Vlaanderen vzw (= Flemish League of the Royal Belgian Gymnastics Federation)  - Address: Zuiderlaan 13 – 9000 Ghent - Contact person: Ilse Arys - Phone number: +32 (0)9 243 12 00 - Fax number: +32 (0)9 243 12 29 - E-mail: <a href="mailto:info@GymFed.be">info@GymFed.be</a> - Website: <a href="http://www.GymFed.be">www.GymFed.be</a>
<b>LOCATION</b>	Ghent – Belgium
<b>DATES</b>	From May 30 <sup>th</sup> to 31 <sup>st</sup> , 2015
<b>VENUE</b>	Topsportal Vlaanderen - Address: Zuiderlaan 14 – 9000 Ghent - Phone number: +32 (0)9 244 72 22 - Fax number: +32 (0)9 221 37 34 - Website: <a href="http://www.topsportal.be">www.topsportal.be</a> The Competition Hall, the Training Hall and the Warm-up Hall are all located in the same venue.
<b>APPARATUS SUPPLIER</b>	Janssen-Fritsen <b>The competition will take place on a podium</b>
<b>RULES AND REGULATIONS</b>	The competition will be organized by the following FIG-rules, as valid in the year of the event, except for any deviation mentioned in these directives: <ul style="list-style-type: none"> <li>• Junior = Jun FIG-code</li> <li>• Senior = Sen FIG-code</li> <li>• Statutes</li> <li>• Technical Regulations</li> <li>• Code of Points and relevant Newsletters</li> </ul>

	<ul style="list-style-type: none"> <li>• General Judges' Rules</li> <li>• Specific Judges' Rules</li> <li>• Doping Control Rules</li> <li>• Licence rules (except for non competitive events)</li> <li>• Media Rules</li> <li>• Apparatus Norms</li> <li>• FIG Rules for Sanctioning (approval) of International Events</li> <li>• Advertising and Publicity Rules</li> <li>• <i>and subsequent decisions of the FIG Executive Committee</i></li> </ul>		
<b>FEDERATIONS INVITED</b>	The Organizing Member Federation will invite all FIG Member Federation in good standing order.		
<b>AGE LIMITS</b>	<ul style="list-style-type: none"> <li>• Junior: 2000-2001-2002</li> <li>• Senior: 1999 or earlier</li> </ul> <p>With valid FIG licence</p>		
<b>REGISTRATION DEADLINES</b>	<p>Definitive and Nominative Registrations must be made exclusively online. The competition will only take place if at least 8 countries are registered for the Jun/Sen competition at the time of the Definitive Registration.</p> <p>Mid December the registered countries will be announced.</p> <table border="1" data-bbox="478 831 1444 913"> <tr> <td data-bbox="478 831 691 913"><b>JUN / SEN</b></td> <td data-bbox="691 831 1444 913">           Definitive Registration: 01-12-2014            Nominative registration: 15-04-2015         </td> </tr> </table>	<b>JUN / SEN</b>	Definitive Registration: 01-12-2014 Nominative registration: 15-04-2015
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<b>ENTRY FEES</b>	<p><b>JUN/SEN</b></p> <p>The entry fee for this event will be:</p> <ul style="list-style-type: none"> <li>- €30/gymnast - €120/team</li> <li>- €50/gymnast if you don't book your accommodation with the OC.</li> </ul> <p>At the time of the Definitive Registration (01-12-2014) each Federation has to pay a deposit of €250 (1 team) or €500 (2 teams). This amount will be taken into account at the final invoice. In case the competition is cancelled, the deposit will be refunded.</p>		
<b>ACCREDITATION</b>	<p>Each delegation will be taken to the accreditation desk upon arrival. The following items will be checked there:</p> <ul style="list-style-type: none"> <li>- Total payment of participation</li> <li>- Insurance – every delegation member needs a valid insurance</li> <li>- Music for floor exercise</li> <li>- National anthem and national flag</li> <li>- Transport - Departure</li> </ul> <p>Your accreditation badge will be available there. Please wear your accreditation at all times.</p>		
<b>COMPETITION FORMAT</b>	<p><b>JUN/SEN</b></p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 6-5-4: 6 gymnasts in the team, 5 of these perform, 4 scores count on each apparatus.</li> <li>• Individual gymnasts can compete in a mixed group</li> </ul> <p>Individual allround result JUN &amp; SEN and award ceremony</p> <p>The first 6/8 countries* in the ranking will qualify for the final. For this ranking, the points of the JUN &amp; SEN teams will be considered in one global ranking.</p>		

	<p><i>*8-10 registered countries = 6 countries in the final 11 registered countries or more= 8 countries in the final</i></p> <p><b>Finals:</b></p> <ul style="list-style-type: none"> <li>• 10 gymnasts (max) in the team, 4 of these perform (2 JUN + 2 SEN), 4 scores count for the team. In case your country has only one team in the competition, you are allowed to compete with 4 gymnasts of the same age category.</li> <li>• Team result and award ceremony</li> </ul> <p><b>After the Definitive Registration, the competition format for the finals will be confirmed to all countries. The goal is to have the best gymnasts in the final.</b></p>
<b>PROVISIONAL SCHEDULE</b>	<p><b>May 28<sup>th</sup>, 2015</b> Arrival delegations JUN/SEN</p> <p><b>May 29<sup>th</sup>, 2015</b> Podium training JUN/SEN Free training JUN/SEN Orientation meeting</p> <p><b>May 30<sup>th</sup>, 2015</b> Qualifications JUN/SEN</p> <p><b>May 31<sup>th</sup>, 2015</b> Finals JUN/SEN Farewell reception</p> <p><b>June 01<sup>th</sup>, 2015</b> Departure of delegations</p>
<b>EVENT MANAGER</b>	<p>Event Manager: Ilse Arys Contact: +32 (0)9 243 12 00 – <a href="mailto:info@gymfed.be">info@gymfed.be</a></p>
<b>MEDIA</b>	<p>Local Press Officer: Inge Doens Contact: +32 (0)9 243 12 00 – <a href="mailto:info@gymfed.be">info@gymfed.be</a></p>
<b>MARKETING SOCIAL MEDIA</b>	<p>FIG advertising and publicity norms must be respected <a href="http://www.facebook.com/GymnastiekFederatie">www.facebook.com/GymnastiekFederatie</a> <a href="http://www.twitter.com/gymfed">www.twitter.com/gymfed</a></p>
<b>MEDICAL SERVICES</b>	<p>A medical staff and a doctor will be present during competitions. According to the WADA (World Anti-Doping Agency) regulations, doping control is possible.</p>
<b>VISA</b>	<p>Please verify immediately with your travel agent or the Belgian Embassy or Consulate in your country if a visa is required for your travel to Belgium. The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before April 15<sup>th</sup>, 2015 to the OC, so they can send you the Visa Request Form. 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. Federations are responsible for all costs related to this Visa Request.</p>

<b>INSURANCE</b>	<p>The Host Federation, the Organizing Committee and the FIG cannot be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The FIG Technical Regulations 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.</p> <p>The OC 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 OC in advance and have to pay all costs that are related to this.</p> <p>The LOC will subsequently offer insurance at the Federations own charge as follows: € 5 per person/day with a minimum of € 50 per contract.</p>
<b>INTERNATIONAL TRANSPORTATION</b>	<p>Each Federation must pay for the travel costs of their delegation members. The Travel Schedule Form must be completed online by April 15<sup>th</sup>, 2015.</p>
<b>LOCAL TRANSPORTATION</b>	<p>Delegations that book their accommodation through the OC will be offered transport from:</p> <ul style="list-style-type: none"> <li>- Brussels airport (Zaventem) or the railway station (Ghent St. Pieters) to the hotel and back on the official arrival and departure days.</li> <li>- The hotel to the competition/training venue and back</li> </ul> <p>Note: if the delegation arrives in Brussels South Charleroi Airport, an extra fee of € 30 per person will be charged (one-way).</p>

## ACCOMMODATION

The accommodation package includes:

- Room + city tax
- Full board + Farewell reception
- Transport from the Brussels airport (Zaventem) or railway station (Ghent St. Pieters) to the hotel and back (on the official arrival and departure days)
- Transport from the hotel to the competition/training venue and back

### **Holiday Inn Expo (\*\*\*)**

The cost per person/night

€ 148 – single room

€ 98 – double/twin room

<http://www.higentexpo.com>



### **Formule 1**

The cost per person/night:

€ 97 – single room

€ 80 – double/twin room

€ 72 – triple room

The rooms in this hotel have showers and toilets in the corridor.

<http://www.accorhotels.com/nl/hotel-2613-formule1-gent/index.shtml>



The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Form must be completed online by February 15<sup>th</sup>, 2015 at the very latest, 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.

The costs for the accommodation must be paid as follows:

50% of the accommodation costs must be paid to the OC by February 15<sup>th</sup>, 2015 at the very latest. Entries without the payment of this 50% will be considered as invalid and will be refused. The remaining 50% of the accommodation costs must be paid by April 15<sup>th</sup>, 2015.

## MEALS

Each Federation must pay for the meal expenses of their delegation members. Delegations that book the accommodation through the OC have breakfast, lunch, dinner and a farewell reception in their package. While the breakfast will be offered in the hotels, lunch and dinner will be served in the event venue.

Extra tickets for lunch (€20) and dinner (€15) can be ordered online.

The Meals Form must be completed online by April 15<sup>th</sup>, 2015 at the very latest. The costs for the meals must also be paid to the OC by April

	15 <sup>th</sup> , 2015. In case of cancellations after April 15 <sup>th</sup> , 2015 no claims of refunds will be accepted.
<b>CANCELATION POLICY</b>	<p>The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodation (with or without full board).</p> <ul style="list-style-type: none"> <li>• Rooms with or without full board cancelled from <b>16<sup>th</sup> of February until 15<sup>th</sup> of April</b> at the very latest will be subject to a cancellation fee of 50% to be paid by the Federation concerned.</li> <li>• Rooms with or without full board cancelled from <b>16<sup>th</sup> of April</b> until the arrival of the delegations on site or “no show” will be subject to a cancellation fee of 100% to be paid by the Federation concerned.</li> </ul>
<b>FAREWELL RECEPTION</b>	<p>Delegations that book their accommodation through the OC are invited to the Farewell Reception.</p> <p>Extra tickets for this reception (€ 28) can be ordered online through the OC. The tickets must be paid by April 15<sup>th</sup>, 2015. Without payment the order will be cancelled. In case of cancellations after April 15<sup>th</sup>, 2015 no claims of refunds will be accepted.</p>
<b>JUDGES AND JURIES</b>	<p>Each Federation must send minimum one FIG-qualified judge for each competition the delegation is participating in (junior and senior). All judges must have a current valid FIG brevet at the time of the event. Failure to provide judges as mentioned above will result in an OC charge of <b>€750</b> (JUN/SEN) to the Federation concerned (non refundable). This fine must be paid to the OC by April 15<sup>th</sup>, 2015.</p> <p>The number of Apparatus Juries (judges’ panels) will be decided by the OC depending on the number of participating competitors and judges. Not more than one judge per Federation per panel will be permitted (except for time and line judges).</p>
<b>BANK ACCOUNT INFORMATION</b>	<p>GymnastiekFederatie Vlaanderen vzw  Zuiderlaan 13  9000 Ghent - Belgium  Account n°: 442-8021711-35  Bank KBC Potuit - 9040 Ghent (Belgium)  IBAN: BE57 4428 0217 1135    Swift code: KREDBEBB</p> <p>Each participating Federation is kindly requested to integrate the payment’s purpose as follows: FIT-Challenge - Your Country or Federation - Subject</p> <p>The participating Federation is responsible for covering all bank fees in connection with the bank transfers.</p>

**DEADLINES  
SUMMARY**

<b>Definitive Registration (online)</b>	01.12.2014
<b>Payment of deposit (€250/€500)</b>	01.12.2014
<b>Accommodation Form (online)</b>	15.02.2015
<b>Payment of the Accommodation costs</b> - 50%	15.02.2015
- 100%	15.04.2015
<b>Nominative Registration (online)</b>	15.04.2015
<b>Travel Form (online)</b>	15.04.2015
<b>Meals Form (online)</b>	15.04.2015
<b>Visa Request Form</b>	15.04.2015
<b>Payment of the meals</b>	15.04.2015
<b>Payment of the fine for missing judge</b>	15.04.2015
<b>Payment of the remaining amount</b>	15.04.2015

**REGISTRATION  
LINKS**

<a href="#"><u>Definitive Registration</u></a>
<a href="#"><u>Nominative Registration</u></a>
<a href="#"><u>Accommodation Form</u></a>
<a href="#"><u>Travel Form</u></a>
<a href="#"><u>Meals Form</u></a>

Sincerely Yours,



Sonja Deneyer

Secretary-General Royal Belgian Gymnastics Federation