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# TeamGym Manual for LOCs



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**EUROVISION  
SPORT**  
OPERATED BY EBU

**SMARTSCORING**

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## **1. INTRODUCTION**

This handbook is intended to assist the organising committee of the European Championships in TeamGym. It will also serve as a guide to National Federations planning to organise a TeamGym National Championships or any international competitions in their own country.

It provides lists of required facilities and information, together with advice on schedules, with sample procedures to assist Federations in getting started.

## **2. BASIC REQUIREMENTS**

The Federation winning the bid to host the European Championships in TeamGym agrees to provide at least the minimum facilities for the competition as outlined in the contract between the host Federation and European Gymnastics, which takes precedent over these guidelines.

The competition is organised in accordance with the Technical Regulations, the TeamGym Code of Points, and the TeamGym Equipment Directives. In addition, as stated in the contract, there are “Directives” for Medical Organisation, Media and Corporate Design, Guidelines for the display of Flags, Accreditation, Finance and Ceremonies.

## **3. BIDDING PROCEDURE & KEY DATES FOR HOST APPOINTMENT**

### **The bidding procedure:**

If a federation expresses its interest to organise a European Gymnastics event, the secretariat will send an application form. The federation then submits this form with the requested annexes and a PowerPoint presentation to the European Gymnastics office.

A deposit (see Contract) has also to be paid so that this official bid is taken into consideration by European Gymnastics. This deposit will be reimbursed if the bid is rejected. If the bid is accepted and the event allotted, it will be reimbursed after the event if all obligations have been respected.

If the bid is approved by the Executive Committee, a draft contract will be sent to the candidate federation. All relating documents are available on the European Gymnastics Intranet.

If several bids are acceptable for the same event, the federation must present its bid to the Executive Committee (the resulting costs have to be met by the NF).

### **Key dates for selection Host:**

Nomination submission to European Gymnastics:	As early as possible
Appointment by European Gymnastics:	2 years in advance

If nominations are not received in time, European Gymnastics will enter discussions with Federations, with the aim of appointing a host at the earliest opportunity.

### **Other deadlines for Delivery of the Event:**

LOC draft Directives to European Gymnastics for approval:	6 months before event
Distribution of Directives	5 months before event
Definitive Registration (via European Gymnastics):	3 months before event
The draw for starting order:	After the Definitive registration and before the Draft Work Plan

TC-TG (+LOC) Draft Work Plan to European

Gymnastics for approval (latest):

10 days before distribution

Work Plan approved and distributed by

European Gymnastics

6 weeks before event

Nominative Registration (via European Gymnastics):

4 weeks before event

#### **4. FACILITIES TO BE PROVIDED**

The following main facilities are required as a minimum.

- A competition hall
- 4,000 spectator seating
- A minimum Field of Play area of 40 m by 28 m (See Plan), Minimum height 10 m
- A direct and short connection to a warm-up/training facility
- Facilities for displaying apparatus scores and total scores on a big screen
- Podium for event management in the main tribune next to Field of Play
- A training hall with a minimum Floor area of 40 m by 28 m, Minimum height 8 m
- Warm-up area/hall equipped with mats for general warm-up (suggest at least 9 times 14 x 2 m) may also be a part of training hall

There must be:

- Identical equipment in both competition and training halls
- Music player (in training and competition halls)
- Drinking water
- Supervision of apparatus
- A medical team present at all times in both training and competition halls (See medical guidelines)
- Rooms for meetings
- Orientation Meeting for 80 - 90 people
- Judges room for briefing sessions 60 persons (may be same as Orientation meeting)
- Judges Room for judges' panel meetings for 60 persons split into three sections for each apparatus panel (may also be same as the above room for briefing sessions)
- European Gymnastics President's Room
- European Gymnastics Director/staff Room
- TC-TG meeting Room
- Extra Office Press/Media Facilities
- Scoring System Room
- VIP Zone
- Medical room (next to restricted Doping Control room)

## **5. COMPETITION PROGRAMME**

There is a separate Qualification Competition for the Mixed, the Women's and the Men's teams in both Senior and Junior competitions. There is a Final Competition for the top 8 teams in each section. If there are less than 12 entries in a section, only 6 will proceed to the Final. It is recommended to split Qualification Competition for sections where number of teams are 12 or more.

## **6. STARTING ORDER**

The running order is decided by a draw when all entries have been received and before the distribution of the Work Plan. The order of performance is such that the competition can continue through all three apparatus in each section. (See Appendices for example order). It is recommended to keep training and competition order as similar as possible.

The draw may be done live on the Internet so that teams around Europe can participate and follow the draw.

The recommended procedure is to have the names of the entries in a set of plastic balls for each event. They are drawn from a bowl by special invited individuals and read out as they are shown to the camera. The names are then placed into a spreadsheet where their position in the competition is identified. The completed spreadsheet is then posted on the website. A special draw is also made for the finals, which is based on the order achieved in each qualification.

## **7. GENERAL PROGRAM REQUIREMENTS (Ref Article 2)**

This following includes the main events during the Championships (in the order of 50 teams). To be revised or adapted for larger numbers.

### **Sunday**

Setting up Competition  
Arrival of TC-TG

### **Monday**

Meeting of TC-TG  
Meeting of TC-TG with LOC  
Arrival of Junior and Senior Delegations  
Accreditation

### **Tuesday**

Late Accreditation  
Training for Juniors  
Judges' Briefing  
Drawing of lots for Judges places  
Medical Meeting  
Orientation Meeting for HoDs and coaches  
Reception for HoDs and European Gymnastics

### **Wednesday**

Continued Judges' Briefing and Panel meetings  
Training for Seniors  
Opening Ceremony  
Qualification for Juniors

**Thursday**

Panel meetings  
Qualification for Seniors

**Friday**

Finals for Juniors

**Saturday**

Finals for Seniors  
Award Ceremony  
All-Stars Team presentation  
Closing ceremony  
Banquet

**Sunday**

Departure of Delegations  
The programme needs to be agreed with the TV broadcasting companies.

**8. COMPETITION WORK PLAN**

European Gymnastics will issue a Work Plan in accordance with the contract, with all the pertinent arrangements for the competition provided by the Technical Committee for TeamGym (TC-TG) and the Hosts. The minimum contents of the Work Plan are as follows:

- General Information
- European Gymnastics officials
- TC-TG members
- Local Organizing committee (LOC)
- Competition Details and Arrangements
- Competition Schedule
- Competition Equipment
- Equipment set up form for Trampet and Tumble
- Layout of the venue
- Competition hall
- Warm-up and training halls
- Training Schedules
- Competition Schedules
- Orientation meeting
- Starting order and list of entries
- Ceremonies, All-Stars presentation
- Banquet
- Medical Staff, Therapeutic Use Exemption
- Doping control
- Juries
- Superior Jury

- Jury of Appeal
- Judging and Scoring
- Judges' briefing/meeting, Judges' draw
- Scoring system and results
- Control videos
- Inquiries procedure
- Logistics
- Transportation
- Meals' arrangements
- Accreditation and registration details (passport check, medical insurance check)
- Accreditation place and time
- Information desk
- Access to the competition area (including handling of changes to team declarations)
- Seating arrangement
- Tariff submission
- Music submission
- Name declaration form
- Replacement of injured gymnast form
- Alterations of gymnast rules
- Publicity on competition attire rules
- Any additional information considered necessary

## **9. COMPETITION ARRANGEMENTS**

There is no warm-up time in the competition hall during the competitions.

The teams shall warm-up in a warm-up hall or in a dedicated section of the training hall. The training hall and competition halls must be close together such that gymnasts can quickly walk between the two halls without going outside the venue. A corridor tent may be an option to connect the halls but needs to be heated depending on the outdoor temperature.

The apparatus in the competition hall and in the training hall must be identical, in accordance with the Equipment Directives and provided by an approved supplier. There should be at least two well trained staff present for the duration of all activity involving Trampet and Vaulting in both competition hall and training hall. It is also required to have an additional member of staff available in both competition hall and in the training hall to assist in case of necessity, including clean-up of the floor carpet, run-ups, tumble track and landing mats from loose and dangerous items. A representative of equipment supplier is highly recommended to be present to act if required.

For recommended placement of Judges' tables and Apparatus cameras (used by Superior Jury) at the Field of Play, see Appendix C.

Music should be submitted electronically.

Access to the competition area is permitted only to gymnasts, coaches, judges, technical assistants, medical staff, European Gymnastics representatives and the organising committee. The competition area should be kept clear of personnel, except when required. The accreditation and control must take account of this.

Access to the Field of Play is required only for the fully briefed and official photographers of European Gymnastics and of the LOC. All other photographers will be outside the Field of Play. Briefing involves identifying where they cannot go and restricting movement during the actual routines.

Two coaches are required to stand-in for Trampet and one for Tumble. A separate place should be provided for the remainder of the performing team's coaches (max 3) outside of the main area, at the front of the spectator area.

## **10. LOCAL ORGANISING COMMITTEE (LOC)**

The Host must organise a LOC, which it is recommended and should include at least the following representatives/functions:

### **LOC OFFICIALS**

- LOC President
- President or representative of the Host Gymnastics Federation
- Executive Director
- Competition Director
- Floor Manager
- Communication and Marketing
- Media
- Medical personnel (paramedics and first aides)
- Doping control (if requested)
- Presenter
- Music
- Judges Liaison
- Scoring
- Accommodation/Meals/Transportation
- Volunteer
- Security and Control
- Apparatus technical staff
- Accreditation

In attendance as required:

- Representative of European Gymnastics
- Representative of the European Gymnastics TC-TG

As soon as the LOC has been formed, an organigram (organisation chart) of the LOC should be sent for information to European Gymnastics.

The Executive Committee and TeamGym Technical Committee are responsible for the staging of the European Championships and the Host Federation agrees to organise it in partnership with European Gymnastics. The approval by European Gymnastics of all aspects is required and the host Federation should ensure a planning system is in place that allows for review and approval of all proposals.

To facilitate the planning of the event and the communication between European Gymnastics and the LOC, European Gymnastics will provide an online platform that allows the exchange of information and keeping track of deadlines and progress.

The contract identifies the General Director of European Gymnastics or their representative (normally the Sports-Coordinator) as the main European Gymnastics point of contact. For technical issues the President of the TC-TG is nominated. Both should be included in the main preparation meetings of the LOC.

Suitable meetings must be held to ensure the correct progression of the organisation of the Championships.

At least three meetings should include the representatives of European Gymnastics (Appendix B). The first should be the signing of the contract and the initial discussion to agree proposals and time schedule. The second and third meetings should be to follow up plans and running of the event. At the official coordination meeting, the LOC has to invite the TC President, the Sports-Coordinator, the Head of Media as well as the delegate(s) of SmartScoring (partner of European Gymnastics).

When the TC organises a TC meeting at the place of the event, the LOC has to assume the costs for the local transport, the meeting room and the coffee breaks. The costs for international transport/accommodation/board of the TC members participating in the TC meeting have to be assumed by their federation.

## **11. ACCREDITATION**

The host must provide formal accreditation of all gymnasts and officials involved in the competition. Suitable staff should be used to control the access of non-accredited individuals to the competition area or restricted areas.

A system of checking passports and the age of competitors must be included in the accreditation process.

Individual photographs are requested in advance for preparing security passes.

A system of control is also required for gymnasts entering the Field of Play.

## **12. SECURITY**

The host must provide suitable security at the venue and if necessary, at the accommodation.

## **13. PROPOSALS TO EUROPEAN GYMNASTICS**

The LOC's representative should provide an outline of what is planned in each aspect of the organisation for the Championships, (short), written in English, with the proposals for their area.

The best way to manage this is with a series of Plans (proposals). These Plans would be updated as required to include additional details as they are proposed and agreed, to reflect the current status. Together, these Plans form chapters of the overall Management Plan for the Championships, but it can also be stand-alone for discussion. It should be remembered that all aspects of the organisation are subject to the approval of European Gymnastics. Detailed plans are a part of Contract between European Gymnastics and the LOC.

## Suggested Plan Structure:

### A. Non-Technical plans

- P1. Financial
- P2. Accommodation
- P3. Transport
- P4. Information Distribution
- P5. Ceremonies
- P6. Medical and Doping control
- P7. Security
- P8. Press
- P9. Web and Internet
- P10. TV Management

### B. Technical plans

- P11. Venue Layout
- P12. Accreditation
- P13. Training & Competition Timetable (responsibility of TC-TG)
- P14. Equipment list
- P16. Video recording and streaming
- P17. Results Display

## **14. JUDGES MEETING**

The judges require facilities for their meetings, which should be agreed with the TC-TG.

For the judges' meetings, they require the following:

For the initial briefing sessions, a lecture style room (with tables) for 60 persons, including a beamer/screen with a computer link cable, screen, high-speed internet (Wi-Fi), white board and pens (or flip chart) and microphone. For all subsequent meetings four tables with 10 chairs each is the required layout (3 apparatus panels and an extra table).

A computer and fast printer plus a fast (B&W) photocopier are required to print out the tariff forms. This can take some time and needs to be planned. A judge's assistant/liaison is required for preparing the judges packs (tariff forms, etc.) including photocopying and assisting with issues as required. A backup printer/photocopier should be available.

Refreshment should be available throughout the day. Opportunities for mealtimes should match the competition schedule. There should also be restrooms nearby reserved for judges as their time between competitions may be short.

## **15. ORIENTATION MEETING**

A Briefing Session for all Heads of Delegations and Coaches will be held on Tuesday evening.

## **16. TRAINING**

Each participating team has one official training session in the competition hall as well as in the training hall on the training day. On the competition day they have training in the training hall only and compete in the competition hall, in accordance with the Training Schedule. Usually, during the competition, each team returns to the training hall for a short practice before the second and third performances.

## **17. COMMUNICATION WITH DELEGATIONS**

The LOC must establish methods of passing information and responding to questions quickly and efficiently to each delegation.

## **18. CEREMONIES**

All teams should be represented in the opening and closing ceremonies, which should follow the European Gymnastics Rules for Ceremonies.

It should include a closing speech and the lowering of the European Gymnastics flag.

The flag should be ceremoniously handed over to the hosts of the next Championships, who may wish to make a speech or play a video and invite everyone to the next Championships in their country.

The format and details of the ceremonies need to be agreed with European Gymnastics in advance of the competition.

Gymnasts who are visibly injured and are unable to attend the ceremonies without assistance cannot participate. Medals will be awarded after the ceremony for affected gymnasts.

## **19. CONTROL OF DOPING**

Any doping is prohibited.

The host federation must provide facilities for the doping officials to undertake their duties. For all Doping Control and Medical related information, we refer to the European Gymnastics Directives for the medical organisation of official competitions and FIG Anti-Doping Rules.

## **20. CONTROL OF INSURANCE**

The host Federation must check that all Federations are insured. The Head of Delegation (HoD) for each group should provide proof that their Delegation has valid insurance. The HoDs will be required to sign a confirmation form at accreditation. If needed, the LOC should be able to provide necessary insurance to Federations that are unable to provide proof of insurance.

For the time being, European Gymnastics has a contract with IMSSA International Medical & Security Sports Assistance. The detailed terms and conditions of this insurance policy can be found on our intranet website ([www.europeangymnastics.com](http://www.europeangymnastics.com) under "Contractual Documents").

People insured: all the gymnasts participating in the European TeamGym Championships and the people acting as judges during these Championships.

Please note that coaches, heads of delegation, etc., are not insured and must present a proof of insurance at the accreditation.

## **21. SCORES**

Directly after the team competition in each section, the scoring office will produce a list of rankings of all the teams on each apparatus. The lists should be provided to the Heads of Delegations and to the representatives of European Gymnastics.

On completion of the Qualification, a summary of scores and positions will be produced.

A start order for the Finals will be made in accordance with starting order draw.

On completion of the Finals, a complete summary should be provided to all Federations in electronic format.

Final summary score sheets will be available shortly after the end of the competition to the general public via the web site.

Refer to the Contract for the display of scores.

## **22. EXTRAORDINARY EVENTS**

The members of the Jury of Appeal will handle all unforeseen incidents and events that have not been taken care of by the existing regulations.

## **23. APPENDICES**

**A Typical Running Orders**

**B The All-Stars Team Selection**

**C Judges' Tables and Apparatus Cameras Placement**

## **Appendix A - Typical Running Orders**

### **Starting order for qualifications**

The starting order of the teams is decided by an official drawing of lots.

#### **Qualification for 7 teams (Similar for 10, 13 etc.)**

<b>Floor</b>	<b>Tumble</b>	<b>Trampet</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>

#### **Qualification for 8 teams (Similar for 11, 14\* etc.)**

<b>Floor</b>	<b>Tumble</b>	<b>Trampet</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	-
-	<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>
-	-	<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	-	-

\*It is recommended to split the Qualification Competition for sections where the number of teams are 12 or more.

**Qualification for 9 teams (Similar for 12\*, 15\*, etc.)**

<b>Floor</b>	<b>Tumble</b>	<b>Trampet</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>
-	<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	-	<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	-

\*It is recommended to split the Qualification Competition for sections where the number of teams are 12 or more.

**Starting order for finals**

To increase the interest in the finals, the top teams from the qualifications (half the number of teams in the final) will be allocated the last performances in the starting list. The draw is done in two steps, first for the starting order of the last teams qualified for the final, followed by the draw for the first teams qualified for the final. The last teams qualified are shown as Q4-6 and the first teams qualified as Q1-Q3.

**Finals for 6 teams**

<b>Floor</b>	<b>Tumble</b>	<b>Trampet</b>
<b>Q4-Q6</b>	<b>Q4-Q6</b>	<b>Q4-Q6</b>
<b>Q1-3</b>	<b>Q1-3</b>	<b>Q1-3</b>
-	<b>Q4-Q6</b>	<b>Q4-Q6</b>
<b>Q4-Q6</b>	<b>Q1-3</b>	<b>Q1-3</b>
<b>Q1-3</b>	-	<b>Q4-6</b>
<b>Q4-6</b>	<b>Q4-6</b>	<b>Q1-3</b>
<b>Q1-3</b>	<b>Q1-3</b>	-

Qualification for 8 teams

<b>Floor</b>	<b>Tumble</b>	<b>Trampet</b>
Q5-8	Q5-8	Q5-8
Q5-8	Q1-4	Q1-4
Q1-4	Q1-4	Q5-8
Q5-8	Q5-8	Q5-8
Q1-4	Q1-4	Q1-4
Q1-4	Q5-8	Q5-8
Q5-8	Q5-8	Q1-4
Q1-4	Q1-4	Q1-4

## ***Appendix B – All-Stars Team Selection***

The All-Stars Team is the selection of the best male and female gymnasts from each apparatus. The team consists of six (6) male gymnasts and six (6) female gymnasts.

The selection includes gymnasts from the combined senior and junior qualifications.

After the junior and senior qualifications, participating federations can nominate gymnasts by submitting an online nomination form. A detailed description of the nomination will be included in the Work Plan.

The All-Stars Team is finally selected by the TC-TeamGym and will be announced after the last award ceremony on Saturday. The gymnasts receive trophies.

## ***Appendix C - Judges' Panels and Apparatus Camera Placement***

For optimal viewing from the Judges and Superior Jury, it is recommended to follow the distances for placement of judges' tables and apparatus cameras as specified below. A general placement of judges' tables is described in the TeamGym Directives for Equipment, Appendix A1.

### **Placement of Judges' Tables**

Floor CD2 – ~2.5 m from the edge of the Floor area.

Floor CD3 – ~3.5 m from the edge of the Floor area.

Floor CD4 – ~4.5 m from the corner of the Floor area.

Tumble Judges' table – the back corner of the table minimum 2 m from the end of the landing area, the front corner of the table minimum 4 m from the beginning of the landing area.

Trampet Judges' table - the back corner of the table minimum 2.5 m from the end of the landing area, the front corner of the table minimum 4.5 m from the beginning of the landing area.

The Superior Jury is seated at a location and distance from the apparatus, which permits an unobstructed view of the performances in all three apparatus.

### **Placement of Apparatus Cameras**

Floor camera – ~3.5 m from the edge of the Floor area, behind CD2.

Tumble camera – ~7.5 m from the front corner of the landing area, ~7.0 m from the edge of the landing area.

Trampet camera – ~7.5 m from the front corner of the landing area, ~7.0 m from the edge of the landing area.

# Arena layout, Judges' panels and camera positions

