



**European  
Gymnastics**

# **Competition Manual**

## **TeamGym European Championships**

V10 March 2020



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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 TeamGym Code of Points, the Technical Regulations and the Equipment Directives for the TeamGym European Championships and the Statutes of European Gymnastics. 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 would 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:	3 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 distribution
Distribution of Directives (by LOC):	5 months before event
Definitive Registration (via European Gymnastics):	3 months before
The Draw for starting order:	After the Definitive registration & 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 (Ref Article 5)**

The following main facilities are required as a minimum

- A Competition Hall
- 3,500 spectator seating
- A minimum Field of Play area of 40 m by 28 m (See Plan) Height 10 m
- A direct and short connection to a warm-up/training facility
- Facilities for displaying the scores and total 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, 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
- Drinking water
- Supervision
- A medical team (See separate medical requirements)
- Rooms for meetings
- Orientation Meeting for 80 - 90 people
- Judges Meeting for 60 persons (may be same as Orientation meeting)
- Judges Room for Tariffing meetings for 60 persons split in three sections for each apparatus panel (may also be same as Judges Meeting room)
- 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.

#### **6. STARTING ORDER**

The running order is decided by a draw in each section that is preferably held at a suitable location in the host city, 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.)

The draw is arranged in such a way that all teams are drawn to decide the order of performance and this can 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 REQUIRMENTS (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 Officials and TC-TG

### **Monday**

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

### **Tuesday**

- Late Accreditation
- Main Judges Meeting
- Drawing of Judges places
- Reception for HoDs and European Gymnastics
- Medical Meeting
- Orientation Meeting for HoDs and coaches

### **Wednesday**

- Judges meetings / Training for Seniors
- Opening Ceremony / Qualification for Juniors

### **Thursday**

- Judges meetings
- Qualification of Seniors

### **Friday**

- Training for Senior Finalists (optional for teams)
- Finals for Juniors

### **Saturday**

- Finals for Seniors
- Closing ceremony
- Banquet (announcement of All Stars Team)

### **Sunday**

- Departure of Delegations

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

If less than 4 entries are being submitted for a section at the deadline for definitive registrations, the competition in this section will be cancelled.

## **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 & 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, Banquet, All Stars
- Medical Staff, Therapeutic Use Exemption
- Doping control
- Juries
- Superior Jury
- Jury of Appeal
- Judging and Scoring
- Judges' Meeting, draw a lot
- Scoring system and results
- Control videos
- Inquiries procedure
- Logistics
- Transportation
- Meals arrangements
- Accreditation and registration details
- Accreditation place and time
- Passport check, age control
- Medical insurance check
- Information desk

- Access to the competition area
- 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 Arena and in the Training Hall must be identical, in accordance with the Directives and provided by an approved supplier.

Music should be submitted electronically.

Access to the competition area is permitted only to gymnasts, coaches, judges, technical assistants, medical staff 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.

A maximum of two coaches will be allowed with each team to stand-in for Tumble and Trampet, in the competition field of play. A place should be provided for the remainder of the team's coaches (max 3) outside of the main area, at the front of the spectator area.

## **10. LOCAL ORGANISING COMMITTEE (LOC) (Ref Article 4.2)**

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 / Competition Manager
- Communication and Marketing Manager
- Event Coordinator
- Press Officer
- Medical and Doping control
- Presenter
- Music

- Scoring/Judges
- Accommodation/Meals/Transportation
- Volunteer's Manager
- Security and Control Apparatus
- 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.

In order 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 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 (Ref Article 9)**

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 in each aspect of organisation for the Championships, should provide a specific Plan (short outline of what is planned), 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 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 LOG.

Suggested Plan Structure:

### A. Non-Technical plans

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

### B. Technical plans

- P11. Venue Layout Plan
- P12. Accreditation Plan
- P13. Training & Comp Timetable Plan
- P14. Equipment Management Plan
- P15. Data and Statistics Plan
- P16. Video Plan
- P17. Results Display Plan

## **14. JUDGES MEETING**

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

For the judges' meetings, they require the following:

For the Initial meeting and workshop, a lecture style room (with tables) for 60 persons, including a projector with a computer link cable and Internet. For all subsequent meetings four tables with 10 chairs each is the required layout.

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 is required for

preparing the judges packs (tariff forms, score slips, etc.) including photocopying and assisting with issues as required. A backup printer/photocopier should be available.

There should be tea, coffee, water and snacks available during the day. Due to possible time constraints on the judges, allowance should be made for judges to have some meals in the judge's room. 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. HOST / HOSTESS**

A local Host / Hostess could be assigned to every delegation at accreditation. This would greatly assist the delegations with speedy response to their questions.

## **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.

## **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 and that the Head of Delegation of each group should provide proof that their Delegation has valid insurance. The HoDs will be required to sign a confirmatory 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 given to the Heads of Delegation and to the representatives of European Gymnastics.

On completion of the Qualification rounds, 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 within a short time of the end of the competition to the general public on the web site.

Refer to P17 in 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 Order**

### **B Key Dates**

### **C The All Stars Team Selection**

## Appendix A - Typical Running Orders

For 7 teams (Similar for 10, 13 etc.)

Floor	Tumble	Trampet
1	2	3
4	5	6
7	1	2
3	4	5
6	7	1
2	3	4
5	6	7

For 8 teams (Similar for 11, 14 etc.)

Floor	Tumble	Trampet
1	2	3
4	5	6
7	8	2
3	1	5
6	4	8
2	7	1
5	3	4
8	6	7

For 9 teams (Similar for 6, 12 etc.)

Floor	Tumble	Trampet
1	2	3
4	5	6
7	8	9
3	1	2
6	4	5
9	7	8
2	3	1
5	6	4
8	9	7

## **Appendix B - Key Dates**

<b>Contract Signed</b>	25 <sup>th</sup> May 2019
<b>Coordination meetings</b>	1 <sup>st</sup> meeting: 23 <sup>rd</sup> November 2019 2 <sup>nd</sup> and 3 <sup>rd</sup> meetings TBD
<b>Distribute Directives (5m)</b>	Week of 20 <sup>th</sup> April
<b>Definitive Registration (3m)</b>	15 <sup>th</sup> July 2020 (midnight C.E.T.)
<b>Meeting TC-TG/LOC/ European Gymnastics</b>	TBD
<b>The Draw for starting order</b>	TBD (2 <sup>nd</sup> half of Jul/early Aug)
<b>Distribute Work Plan European Gymnastics (Input from the LOC is required)</b>	Week of August 31
<b>Nominative Registration (4w)</b>	15 <sup>th</sup> September 2020
<b>Competition Dates</b>	14 <sup>th</sup> -17 <sup>th</sup> October 2020

## **Appendix C - The All Stars Team Selection**

### **Overview**

The All Stars Team at the European TeamGym Championships consists of the best male and female gymnasts from each apparatus. Six (6) male gymnasts and six (6) female gymnasts. The selection includes gymnasts from the combined senior and junior competitions.

### **Procedure, equipment**

The All Stars Team evaluation is made with support of SmartScoring and requires additional seating place for All Star judges – one on Tumble and one on Trampet.

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