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**36TH EUROPEAN RHYTHMIC GYMNASTICS
CHAMPIONSHIPS
SENIOR GROUPS & INDIVIDUALS
JUNIOR INDIVIDUALS**

**KYIV (UKR)
26 – 29 NOVEMBER 2020**



KYIV 2020

Work Plan

Event ID 16399

This work-plan has been drawn up in accordance with the FIG and European Gymnastics regulations and is based upon the definitive registrations received by the European Gymnastics office on 26.08.2020

TABLE OF CONTENTS

Part 1 – Officials and Organising Committee.....	4
1.1. Covid-19 measures	4
1.2. Responsibilities.....	4
1.3. European Gymnastics.....	4
1.4. Official European Gymnastics Contact Address	5
1.5. Host Federation.....	5
1.6. Local Organising Committee	6
1.7. Local Organising Committee Contact Address	6
Part 2 – The competition	7
2.1 Competition schedule	7
2.2 Orientation Meeting.....	10
2.3 Size of the Delegations	10
2.4 Competition hall	11
2.5 Warm-up and training halls.....	11
2.6 Training Information	11
2.7 Picture of the Gymnasts	11
2.8 Format of the competition	11
<i>Qualifying competitions</i>	<i>13</i>
<i>Apparatus finals</i>	<i>13</i>
2.9 Access to the competition area	13
2.10 Apparatus supplier	14
2.11 Control of the Apparatus.....	14
2.12 Substitution of a gymnast	14
2.13 Music	15
2.14 Medical	15
<i>Doping control.....</i>	<i>15</i>
<i>Medical certificate – official doctor.....</i>	<i>15</i>

Part 3 – The jury	16
3.1. Judges' panels.....	16
3.2. Superior Jury.....	16
3.3. Jury of Appeal.....	16
3.4. Control Jury	17
3.5. Drawing of lots of the judges	17
3.6 Judges' Instruction	17
3.7 Code of Ethics.....	17
3.8 Scoring and Distribution of Results	17
3.9 Control videos	17
3.10 Inquiries procedure	18
 Part 4 – The organisation of the event.....	 19
4.1. Transportation	19
<i>International.....</i>	<i>19</i>
<i>Local.....</i>	<i>19</i>
4.2. Accreditation	19
4.3 Diplomas.....	20
4.4 Delegation boxes	20
4.5 Accommodation	20
<i>Official, Judges & Media Hotel</i>	<i>20</i>
<i>Delegation Hotels</i>	<i>21</i>
4.6 Meals	21
 Part 5 – Appendix	 22

Part 1 – Officials and Organising Committee

1.1. COVID-19 MEASURES

- European Gymnastics has created some guidelines, please see Appendix 1
- To enter Ukraine without having to quarantine, you need to bring a negative PCR test result (done max. 48h before arrival), readable in English.
- Each delegation member must bring a health insurance confirmation, valid in Ukraine and stating that it covers the consequences of Covid19 and quarantine in Ukraine. FIG's IMSSA insurance currently does not cover the consequences of Covid19 and quarantine for gymnasts and judges!
- The above information is the standing of September 29th. It is the responsibility of the NF to verify the current information before departure to Ukraine with the LOC and on www.visitukraine.today
- A second mandatory PCR test will be done on site during the week (at the charge of the NF). **This test will cost € 50 per test and per person. Payment will have to be done during accreditation in cash.**
- Please bring enough masks and gloves for all your team.
- Fill in the form in the European Gymnastics Covid19 guidelines and give it back to accreditation.
- All side events such as the welcome reception, round table, banquet has been cancelled.
- We ask each Head of Delegation to be responsible for their own team.

1.2. RESPONSIBILITIES

- Should at a later stage the event will have to be cancelled the LOC will try its' best to handle the force majeure situation with a full reimbursement of costs for accommodation and meals bookings. However, the financial responsibility for all bookings (travel, accommodation, meals) remains with the NF.
- In order to maintain the safety for everyone participating in the event it is the responsibility of the NF that all of their delegation members commit to fully respect the Covid19 guidelines for European Gymnastics events. We are convinced the Covid19 risks can be brought to a minimum with that. The LOC will prepare the necessary arrangements of eventual quarantine / positive Covid19 cases. Nonetheless, the responsibility for eventual quarantine and/or positive Covid19 cases concerning their delegation remains with the NF. This includes the covering of all costs.

1.3. EUROPEAN GYMNASTICS

EUROPEAN GYMNASTICS OFFICIALS	
President	Farid GAYIBOV
Vice-President (President of the Appeal Jury)	Michel BOUTARD
EC member (member of the Appeal Jury)	Paolo FRISING

Director	Lisa WORTHMANN
Head of Media	Tina GERETS
Sports Coordinator	Claire TURNER
Official Doctor	Dr. Jean-Bernard SOLIGNAC

RHYTHMIC GYMNASTICS TECHNICAL COMMITTEE	
President	Maria PETROVA
Vice-President	Elena NEFEDOVA
Secretary	Dominique MULLER-LAUTH
Member	Marina LOBACH
Member	Pancracia SIRVENT MUT
Member	Elena ALIPRANDI
Member	Evangelia TRIKOMITI

1.4. OFFICIAL EUROPEAN GYMNASTICS CONTACT ADDRESS

EUROPEAN GYMNASTICS
Mrs. Claire TURNER
Avenue de la Gare 12
CH – 1003 Lausanne, SWITZERLAND
Tel.: + 41 – 21 – 613.10.20
E-Mail: cturner@europeangymnastics.com
Web-site: www.europeangymnastics.com



1.5. HOST FEDERATION

UKRAINIAN GYMNASTICS FEDERATION
Esplanadna Street 42
01061 Kyiv, UKRAINE
Tel.: + 38 044 528 50 44
E-Mail: ugf@ukr.net



1.6. LOCAL ORGANISING COMMITTEE

Function	Person
LOC President	Irina DERIUGINA
LOC Vice President	Ireesha BLOHINA
Executive Director	Olga DANKO
Event's Manager	Lidiia VYNOGRADNA
Competitions' Secretary	Viktoriia BEZSONOVA
LOC Coordinator	Oksana BABICHIEVA
Venue Manager	Maryna KARDASH
International Relations Manager	Alina YAKUBETS
Accommodation & Meals Manager	Alla TIKHONENKO
Accreditation Manager	Anna MOROZ
Head of Finance	Oksana KORDINA
Head of Press	Uliana STELMASHOVA
Ceremonies' Director	Svitlana IEVENKO
Sport Managers	Nadiia TOPILSKA Oleksandra SIEROVA
Responsible for Transport	Andriy HRYSHCHENKO
Volunteer Work Manager	Marina PERTSEVA
Medical Officer	Igor OLEXENKO
Head of Security	Andriy MUZYCHENKO

1.7. LOCAL ORGANISING COMMITTEE CONTACT ADDRESS

UKRAINIAN RHYTHMIC GYMNASTICS FEDERATION
 Mrs. Alina Yakubets
 Laboratornyi Provulok 7A
 01133 Kyiv, Ukraine
 Tel.: + 38 068 115 57 82
 E-Mail: ugf@ukraine-rg.com.ua
 Website: <http://kyiv2020.com/>



Part 2 – The competition

2.1 COMPETITION SCHEDULE

Sunday, November 22 nd , 2020		
As announced	Arrival of European Gymnastics TC members	Hotel
Monday, November 23 rd , 2020		
09:00 – 12:30	European Gymnastics TC-RG Meeting	Palace of Sports
15:00 – 16:45	European Gymnastics TC-RG Meeting	
17:00 – 18:00	Meeting with the LOC	
Tuesday, November 24 th , 2020		
As announced	Official arrival day of Delegations	Accreditation
09:00 – 12:30	European Gymnastics TC-RG Meeting	Palace of Sports
15:00 – 16:45	European Gymnastics TC-RG Meeting	
17:00 – 17:30	European Gymnastics TC-RG Meeting with Smart Scoring	
17:30 – 18:00	European Gymnastics TC Meeting with the European Gymnastics Officials	
Wednesday, November 25 th , 2020		
08:00 – 22:00	Official trainings for Junior individuals and Senior groups	Palace of Sports
	Judges instruction – judges will receive a “Judges instruction note book” during the Accreditation	
14:00 – 15:00	Orientation meeting	
Thursday, November 26 th , 2020		
08:00 – 13:00	Trainings	Palace of Sports
17:00 – 22:00	Trainings	
09:30 – 10:30	Judges draw for junior individuals (rope & ball) and Senior groups (5 balls)	
10:30 – 11:00	Judges instructions for Smart Scoring	
11:00 – 13:30	Junior individuals qualification Set A+ B (rope & ball)	
13:30 – 13:45	Break	
13:45 – 15:25	Junior individuals qualification Set C (rope & ball)	
15:25 – 16:30	Long Break	
16:30 – 17:15	Senior groups AA competition (5 balls)	
17:30 – 18:30	Opening Ceremony	

Friday, November 27 th , 2020		
<i>As announced</i>	<i>Arrival of the Senior Individuals</i>	<i>Hotels</i>
08:00 – 13:00	Trainings	Palace of Sports
17:00 – 22:00	Trainings	
11:00 – 12:00	Judges draw for junior individuals (clubs & ribbon) and Senior groups (3 hoops & 2 pair of clubs)	Palace of Sports
12:00 – 13:40	Junior individuals qualification Set C (clubs & ribbon)	
13:40 – 13:55	Break	
13:55 – 16:25	Junior individuals qualification Set A + Set B (clubs & ribbon)	
16:25 – 17:30	Long Break	
17:30 – 18:15	Senior groups AA competition (3 hoops & 2 pairs of clubs)	
18:15 – 18:30	Award ceremony Team competition (Senior groups & Junior Individuals)	
18:30 – 18:45	Award ceremony All Around Champion Senior groups	
Saturday, November 28 th , 2020		
08:00 – 09:00	Training for junior individuals	Palace of Sports
09:00 – 11:00	Training for senior groups	
18:00 – 22:00	Official training Seniors Individuals	
12:00 – 13:00	Judges draw for junior individuals (rope, ball, clubs & ribbon) FINALS and Senior groups (5 balls / 3 hoops & 2 pairs of clubs) FINALS	
13:00 – 14:10	Junior individuals FINAL (rope & ball)	
14:15 – 15:25	Junior individuals FINAL (clubs & ribbon)	
15:25 – 15:45	Award ceremony for Junior individuals FINALS (rope, ball, clubs & ribbon)	
15:45 – 16:00	Break	
16:00 – 16:45	Senior groups (5 balls) – FINAL	
16:45 – 17:00	Break	
17:00 – 17:45	Senior groups (3 hoops & 2 pairs of clubs) –FINAL	
17:45 – 18:00	Award ceremony for Senior groups FINALS (5 ball, 3 hoops & 2 pairs of clubs)	
Sunday, November 29 th , 2020		
08:00 – 14:00	Trainings	Palace of Sports
10:45 – 11:45	Judges draw for senior individuals (hoop, ball, clubs & ribbon)	
11:45 – 13:15	Senior individuals All-Around Set C + Set D (hoop, ball, clubs, ribbon)	
13:15 – 14:00	Break	
14:00 – 15:30	Senior individuals All-Around Set B + Set A (hoop, ball, clubs, ribbon)	

15:30 – 15:45	Break (<i>after 2 apparatus</i>)	
15:45 – 17:15	Senior individuals All-Around Set B + Set A (hoop, ball, clubs, ribbon)	
17:15 – 17:20	SmartScoring Shooting Star Award	
17:20 – 17:30	Award ceremony for All Around Senior individuals	
17:30 – 18:00	Closing Ceremony	
Monday, 30th November, 2020		
As announced All Day	<i>Departure of Delegations & European Gymnastics officials Departure of TC-RG</i>	Hotel

2.2 ORIENTATION MEETING

- The orientation meeting for the Heads of Delegation will take place on Wednesday, November 25th, 2020 at 14h00 at the Palace of Sports.
- The presence of the participating National Federations at the orientation meeting is mandatory. A maximum of 1 member per delegation is recommended. The orientation meeting will also be provided on ZOOM if other member of the delegation wish to join. Unjustified failure by a federation to attend will result in a sanction of 1000.- EUR to be paid to European Gymnastics.
- At this meeting, the LOC and the European Gymnastics TC-RG will give practical information on the organisation and the running of the competition.
- Last possibility for the Heads of Delegation to hand over the definitive confirmation of the starting order.

2.3 SIZE OF THE DELEGATIONS

According to the 2020 European Gymnastics Technical Regulation the maximum composition of a delegation is as follows:

We strongly recommend to keep any auxiliary personal in the delegation (team manager, reserve gymnast, coaches, medical + paramedical staff) as limited as possible for this event.

Function	Senior individuals	Senior Groups	Junior Individuals	Total
Gymnasts	1 – 2	5 – 6	1 – 4	13
Reserve Gymnast	-	-	1	2
Head of Delegation	1	1	1	1
Team Leader	1	1	1	2
Coaches (but never more coaches than gymnasts, including additional coach(es) and choreographer)	1	2	2	6
Additional coach or choreographer	-	1	1	1
Judges	1	1	1	1 or 2
Medical Doctor	1	1	1	1
Paramedical Staff	1	1	1	2
Guest or VIP Guest for Individual gymnasts and/or for Group *	No guests are allowed at the ECh 2020			

- Each gymnast part of the group must compete at least once.
- For all delegation members, including additional coaches, we refer to the European Gymnastics Accreditation Rules.

2.4 COMPETITION HALL

The competition hall:

State enterprise Sport complex “Atlet” (Palace of Sports)
Sportyvna ploschcha 1
01061 Kyiv, Ukraine

- The competition hall has a free height of 16 m.

2.5 WARM-UP AND TRAINING HALLS

- The competition, training and warm-up halls are located at Palace of Sports
- The training halls have a free height of 8-14 m.

2.6 TRAINING INFORMATION

- The official training will be on Wednesday, November 25th, 2020. Delegations will receive the training schedule after the Nominative deadline.
- Access to the training halls is limited to the nations concerned and to the people being in possession of and wearing the accreditation at all times. The accreditation is personal and cannot be used by other people.
- After the official training in the competition hall, the Heads of Delegation have to confirm with a special form, that music tracks of their gymnasts are correct and without any mistakes.

2.7 PICTURE OF THE GYMNASTS

- Before the start of the training on Wednesday, November 25th, each gymnast/group must be taken in picture for the gymnast presentation during the qualifications and finals.
- Athletes must wear their official tracksuit.
- The pictures will be taken at the entrance to the training hall.

2.8 FORMAT OF THE COMPETITION

Qualification – Junior Individuals

1st day, Thursday, November 26th

Rope & Ball

2nd day, Friday, November 27th

Clubs & Ribbon

Individual competition with 1 – 4 gymnasts per federation

The gymnasts present 8 exercises with the 4 apparatus according to the FIG program for the respective year.

A gymnast may participate with 2 – 4 exercises

If a NF participates with only 1 gymnast, she has to present an exercise with all 4 apparatus and can qualify with each apparatus for the Apparatus Finals.

Qualification – Senior Groups

1st day, Thursday, November 26th

5 Balls

2nd day, Friday, November 27th

3 Hoops & 2 pairs of Clubs

All-Around ranking & Team ranking

Group competition (5-6 gymnasts) with 2 different exercises, one executed with 1 apparatus, the other with 2 types of apparatus, according to the FIG program for the respective year.

The winner of the All-Around competition is awarded with the title "European All-Around Champion".

The All-Around competition is also a qualifying competition for the Apparatus finals.
NF with only 1 Senior Group, but no Junior Individual gymnasts, cannot participate in the Team ranking.

Team Ranking – Senior Groups & Junior Individuals

2nd day, Friday, November 27th

The winner of the Team Competition is designated as follows:

Senior Groups: the result of the 2 exercises

Junior Individuals: the result of 6 best exercises (out of 8)

The above-mentioned results will be added;

the best NF is awarded with the title "European Team Champion".

If a NF does not participate in the Team Competition (i.e. competes without a Senior Group): the gymnast/s can qualify for the Apparatus Finals.

If a NF does not participate in the Team Competition (i.e. competes without Junior Individuals): the Senior Group will be ranked for the All-Around competition and can qualify for the Apparatus Finals.

Apparatus Final – Junior Individuals

3rd day, Saturday, November 28th

Rope, Ball, Clubs & Ribbon

Competition of the best 8 gymnasts per apparatus (4 apparatus) of the qualifying competition.

Maximum 1 per NF

The first ranked gymnast of each apparatus is awarded with the title "European Junior Champion".

Final result for each apparatus

Apparatus Final – Senior Groups

3rd day, Saturday, November 28th
5 Balls – 3 Hoops & 2 pairs of Clubs

Competition of the best 8 groups per apparatus of the qualifying competition.
The gymnasts of the first ranked group in the group exercises will be awarded with the title
"European Champion" at the respective apparatus.

All-Around competition – Senior individuals

4th day, Sunday, November 29th
Hoop, Ball, Clubs & Ribbon

The competition format for Seniors individuals will remain like it is in the Directives – Qualified gymnasts from the 2019 European Championships in addition 1 gymnast from European countries which are not among the qualified ones from 2019.

The Senior individuals qualified at the 2019 European Championships had the priority at the drawing of lots for the 2020 European Championships.

All senior individuals will participate together at the All-Around ranking.

The event will not be considered as qualifying for the Olympic Games in Tokyo 2021

Qualifying competitions

- The starting order of the competition is made according to the draw of lots carried out on September 13th, 2020 by the RG Technical Committee and LOC.
- The sets for the 2nd part of the Senior & Junior Individuals competitions will rotate.
- The starting order for the 2nd apparatus of the Senior Groups will rotate.
- If a National Federation reduces the number of participating gymnasts after the definitive inscriptions, the European Gymnastics TC-RG has the right to adjust the starting order in order to ensure the best possible running of the competition.

Apparatus finals

- The starting order for the Junior individuals' apparatus finals is according to the draw carried out on September 13th, 2020 by the RG Technical Committee and LOC; maximum 2 gymnasts/apparatus/federation are accepted.
- Withdrawals of gymnasts will be accepted within a limit of 60 minutes prior to the competition of the concerned apparatus final, with medical certificate established by the official European Gymnastics/LOC medical doctor – the next ranked gymnast of the qualifying competition for the respective apparatus will take part.

2.9 ACCESS TO THE COMPETITION AREA

- The competition area is accessible to members of the various juries, competing gymnasts and their accredited coaches, to the auxiliary personnel of the Jury, to the official European

Gymnastics doctor, to the official LOC doctor, to the team doctors, medical staff and to people concerned with the apparatus. A team medical person is permitted to accompany the gymnasts and coaches during all competitions.

- Interpreters may not enter the competition area without the permission of the European Gymnastics TC President.
- The competition area is strictly forbidden to all other people.
- The use of mobile phones or any other electronic communication device by gymnasts, coaches, judges or medical staff of the delegations on the field of play is forbidden during the entire duration of all European Gymnastics Competitions. If this rule is violated, the concerned persons will receive a written warning.

If this behaviour is repeated after the written warning is issued, the concerned person will be excluded for the rest of the competition.

It is the responsibility of the Superior Jury to decide these disciplinary measures.

Appeals against these decisions must be submitted to the Jury of Appeal whose decision is final.

2.10 APPARATUS SUPPLIER

- The apparatus supplier of this edition of the European Championships is Spieth
- A total of 10 floor areas will be available. Colour: beige

2.11 CONTROL OF THE APPARATUS

- On Monday, November 23rd, 2020 the European Gymnastics TC-RG will proceed to a draw in order to decide which gymnasts will have her apparatus checked. This check concerns: 20% of the seniors and 20% of the juniors.
- During the training sessions in the competition hall, each delegation will have the opportunity to have its apparatus verified and have the official control label attached to it.
- During the competition, a control will be carried out before each exercise.
- A further check may take place at the end of the exercise at the request of the control judges or the superior jury.
- Any apparatus, which does not conform to the regulations, will be refused or its use penalised, even if it has already been accepted for another competition.

2.12 SUBSTITUTION OF A GYMNAST

Qualification – Juniors

In case of emergency, duly confirmed by the official doctor, a sick or injured gymnast may be replaced by a teammate up to 24 hours prior to the start of the qualification.

Qualification – Seniors Groups

No reserve gymnast is allowed to be registered in addition to the 6 gymnasts composing the group; however, in case of emergency, duly confirmed by the official doctor, a sick or injured gymnast inscribed for the group-exercises, may be replaced by the gymnast who is not participating in the same exercise.

The replacement will be authorised up to 10 minutes prior to the start of the competitions (qualification and finals).

2.13 MUSIC

- The music has to be uploaded on the SmartScoring Digital Platform (Gymdata); the login information has been sent to each federation after the definitive deadline. Delegations must upload their music not later than **October 26th, 2020**.
- Music have to be uploaded in .wav, wga or .mp3 format and named as follow for the **individuals**:
 - The name of the nation (official abbreviation of the country)
 - The first and last name
 - The apparatus
 - The junior or senior (example: UKR_NIKOLCHENKO_Vlada_ribbon_SEN.mp3)
- Music have to be uploaded in .wav, wga or .mp3 format and named as follow for the **groups**:
 - The name of the nation (official abbreviation of the country)
 - The apparatus
 - Group senior (example: UKR_5balls_GRSEN.mp3)
- Delegation members are requested to bring CDs (for each piece of music) and USB keys with the gymnasts' music to the Accreditation;
- Delegation members are requested to keep in their possession a copy of their CD or USB key for their trainings and in case of a technical problem.
- At the accreditation, the form with the duration and the author of the music has to be handed out; official titles/interpreters have to be indicated. (*appendix 2 & 3*)
- The authorised sound level in the training and competition halls is limited to 80 dB resp. 1000 Hertz (Hz).

2.14 MEDICAL

Doping control

Any doping is prohibited. A doping control can be requested at any time, in accordance with the FIG/European Gymnastics regulations. Doping controls will be carried out in accordance with the WADA/FIG regulations.



Some modifications have been done, starting from 2020:

Blood test to test the growth hormone and EPO. Urinary control to test the metabolite of the growth hormone and Erythropoiesis stimulating agents (ESA). Usual urinary controls for the testing of anabolic steroids and stimulants or also of masking agents.

Medical certificate – official doctor

Only the official doctor or his representatives are authorised to establish the necessary medical certificate.

Official doctor of the LOC:	Dr. Igor OLEXENKO
Official doctor of the European Gymnastics:	Dr. Jean-Bernard SOLIGNAC

Part 3 – The jury

3.1. JUDGES' PANELS

According to the valid TR 2020 the composition of the judges' panel consists of:

- Jury D (Difficulty)
- Jury E (Execution)
- Reference Judge

D- and E-Judges

Each Federation participating with a team may present two qualified judges who have a valid FIG brevet. The federations participating only with individual gymnasts or only with a group may present one qualified judge. A maximum of one judge per federation will be called upon to judge per competition.

The selection of the judges is made by draw during the judges' meetings prior to each competition, taking into consideration the degree of the brevet (according to the Judges' Rules). The preference is always given to the judges with the highest qualification. It will be made as follows:

- D judges are drawn by federation among the judges with category I and II
- E judges are drawn by federation among the judges with category I, II and III
- Line and Time judges are drawn by federations among the judges with category IV, III, II, I

In the final competition, only judges whose federations do not have competitors, nor a N°1 reserve gymnast or group taking part, may be called upon to judge (if there are enough judges). The selection is by means of the drawing of lots.

3.2. SUPERIOR JURY

For the Senior Groups, the TC forms the Superior Jury. The TC President Mrs Maria Petrova functions as President of the Superior Jury.

For the Senior & Junior Individuals, the TC forms the Superior Jury. The TC President Mrs Maria Petrova functions as President of the Superior Jury.

3.3. JURY OF APPEAL

The Jury of Appeal is composed of 2 members of the European Gymnastics Executive Committee (one of them acting as President) and a member of the LOC who was not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned.

President	Mr. Michel Boutard
Member	Mr. Paolo Frising
Member	Ms. Iryna Ruda

3.4. CONTROL JURY

Body Difficulty – 1 TC member
Apparatus Difficulty – 2 TC members
Execution Artistry – 1 TC member
Execution Technical faults – 2 TC members

2 Reference judges from the entered judges for execution technique

3.5. DRAWING OF LOTS OF THE JUDGES

- All nominative drawings of lots of the judges will take place prior to the competitions.
- All inscribed judges have to be present every day.

3.6 JUDGES' INSTRUCTION

- A judges' course will be organised for all judges on Wednesday, November 25th either online or in the Palace of Sports Judges room at 9 o'clock.
- All inscribed judges are obliged to participate.

3.7 CODE OF ETHICS

- Any close family relative to a competitive gymnast may not judge that gymnast or this group at this European Gymnastics sanctioned event. If a conflict should or could appear, the European Gymnastics President is to be informed, so appropriate action can be taken.

3.8 SCORING AND DISTRIBUTION OF RESULTS

- Smart Scoring will provide the official scoring service and management of the start lists, scores and results.
- The scores of the different exercises will be published on an electronic board indicating the number and name of the gymnast, the notes D and execution as well as the penalties and the final note.
- The secretary of the competition will provide after each competition by email to the HoD.
 - List of ranking after qualification Junior individuals & Senior Groups (Team)
 - List of qualified Junior individual gymnasts for Apparatus Finals after qualification
 - List of qualified Senior Groups for Apparatus Finals after All-Around
 - List of ranking after All-Around Competition Senior Groups
 - List of ranking after Apparatus Finals Senior Groups
 - List of ranking after Apparatus Finals Junior individuals
 - List of ranking after All-Around Competition Final Senior Individuals
- At the end of the competition all Heads of Delegation will be provided with a complete set of results including the judges' individual scores for all competitions by email.

3.9 CONTROL VIDEOS

- Control videos will be available for the Superior Jury.

3.10 INQUIRIES PROCEDURE

- Inquiries for the difficulty scores only are allowed, provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the exercise of the following gymnast. For the last gymnast of a rotation, this limit is **one minute** after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure. Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected.
- Since in Rhythmic Gymnastics the D-score is divided into two parts – Body Difficulty (DB – D1 – D2) and Apparatus Difficulty (DA – D3 – D4), each part is considered as a distinct score and must be challenged separately (either DB and DA or only DB or DA). Thus, if DB and DA of the same routine are challenged, the coach has to submit two inquiries with the respective forms. DB will be considered as first inquiry, DA as second inquiry
- A federation will not be allowed to complain against a gymnast from another federation.
- The inquiry will have to be confirmed as soon as possible in writing, but within **4 minutes** at the latest after the verbal inquiry and will require an agreement of payment of:
 - EUR 300.-- for the first complaint
 - EUR 500.-- for the second complaint and
 - EUR 1'000.-- for the third complaint.
- Should the inquiry not be confirmed in writing within 4 minutes, then the procedure will become obsolete.
- Should the final score be higher, this sum will **not** be invoiced by European Gymnastics to the Federation. However, if after review of the routine the score is unchanged or lower, the inquiry is considered as rejected and the amount will be invoiced by European Gymnastics.
- Furthermore, we remind you that the expected score must be mentioned on the inquiry form. Inquiries without mention of the requested score will not be accepted.
- Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:
 - At the end of the rotation (group) for the qualifying competitions, the all-around competitions
 - Before the score of the following gymnast is shown for the finals.
- The detailed procedure is laid down in the European Gymnastics & FIG Technical Regulations.

Part 4 – The organisation of the event

4.1. TRANSPORTATION

International

- The international transportation costs are covered by the participating delegations. The European Gymnastics and the LOC strongly recommend that each Federation takes cancellation insurance for their international transportation.
- Accredited delegations who:
 - will stay at one of the official hotels
 - booked their accommodation through the LOC and
 - filled in on the SmartScoring online system their “travel schedule” form for arrivals and departures by October 26th at the very latest,will be provided with local transport from the national Airport Kyiv Boryspil (KBP), International Airport Kyiv Zhuliany (IEV) and Railway station: Central railway station Kyiv-Pasazhyrskyi to the Accreditation Centre. Upon receipt of the schedules, further instructions will be provided to the Delegations as required.

Local

- The LOC will organise shuttle buses from the Official Hotels to the Training and Competition venues.
- Shuttle buses timetables will be provided to the Heads of Delegation at the accreditation.

4.2. ACCREDITATION

- The accreditation will take place upon arrival of the delegations at Palace of Sports.
- For the accreditation process, only the Head of Delegation (and/or his representative) is requested to present him-/herself at the Accreditation Centre.
- The following items will be checked there with the Heads of Delegations:
 - The passports of all delegation members;
 - The licences of the gymnasts and medical staff;
 - The judges brevet;
 - The medical insurance covering Covid19 for all delegation members;
 - PCR-test results for all delegation members;
 - Pre-Event Health- and Responsibilities Questionnaire (in the Covid19 guidelines);
 - Transport – departure;
 - Prove of the fulfilment of all financial obligations to the LOC;
 - Cash payment for the PCR tests that will be done on site;
 - Music check; please bring the CDs to the Accreditation;
 - Music form: the form with the duration and the author of the music has to be filled in; official titles/interpreters have to be indicated; (*appendix 2 & 3*)
 - Form of the starting order of the apparatus with confirmation of the Head of Delegation;
 - Form for receiving the Diplomas; (*appendix 5*)
 - National anthem and national flag;
 - Distribution of keys/access cards to get information from mailboxes.

- After the accreditation is received no judge can change its position. The inscriptions will be respected.
- The accreditation must always be borne visible in the venue. In case of losing the accreditation card, a new one will be issued for a fee of € 180.
- Additional accreditations cost € 180 for additional coach, choreographer, paramedical staff
- All Federations have to upload a recent photo (6 months max.) of each delegation member on the SmartScoring online system. Photo should be in JPG format, size 45x35 mm, and resolution 800x600pxl, and named as follow: NF_last name_first name_function.jpg (ex. AZE_Smith_Anna_gymnast.jpg)

4.3 DIPLOMAS

- In regards to preserve the planet, the diplomas will not be printed automatically. In order to receive the diplomas printed for your Federation, please fill in the form in appendix 5.
- All diplomas will be sent out by email at the end of the event with the full results.

4.4 DELEGATION BOXES

- The information desk and the delegation mailboxes will be located on the 1st floor at the Palace of Sports.
- All information regarding competition, warm-up, training, notification of meetings, transport, functions, results, start lists, as well as European Gymnastics and LOC correspondences will be distributed via the delegation mailboxes.
- A special “Mailbox” authority card will be issued to each Head of Delegation. This card must be shown by the Heads of Delegation or their designated representative when collecting all information and results from their Delegation mailbox.

4.5 ACCOMMODATION



Official, Judges & Media Hotel

(See prices details in the Directives)

	<p>Sky Loft (Aloft) Hotel Kyiv ****</p> <p>Distance from Competition Hall: 500m – approx. 3-5 minutes walking</p> <p>Address: Esplanadna vul. 17, 01001 Kyiv</p> <p>Web: https://rixwell.com/en/hotels/rixwell-skyloft-kiev-hotel</p>
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Delegation Hotels

(See prices details in the Directives)

	<p>President Hotel Kyiv **** Distance from Competition Hall: 1.6 km – approx. 6-13 min. (by car) Address: Hospitalna vul. 12, 01061 Kyiv Web: https://presidenthotel.com.ua</p>
	<p>Premier Hotel Rus *** Distance from Competition Hall: 950 m – approx. 12 min. (by car) Address: Hospitalna vul. 4, 01061 Kyiv Web: https://hotelrus.phnr.com</p>

4.6 MEALS

Breakfast will be served at the hotels and is included in each hotel booking.

For lunch and dinner options, please see the Directives with all the details.

According to the new Covid19 regulations (Appendix 1), it is mandatory to book lunch and dinner for all delegation members through the LOC.

The Meal Request must be submitted to the LOC via SmartScoring digital platform by **October 26th, 2020** at the very latest.

For convenience, please choose the “Full board (FB)” option for your Accommodation.

The meal schedule is as follows:

Location	Breakfast	Lunch	Dinner
Sky Loft (Aloft) Hotel	07:00 – 10:00	13:00 – 16:00	19:00 – 22:00
President Hotel	07:00 – 10:00	13:00 – 16:00	19:00 – 22:00
Premier Hotel Rus	07:00 – 10:00	13:00 – 16:00	19:00 – 22:00

The members of the European Gymnastics/EC/TC will handle unforeseen incidents or events that might occur during these championships.

Part 5 – Appendix

Kind reminder for important deadlines:

For the European Gymnastics

	Deadline
Nominative Registration – Gymdata	October 26th, 2020
Payment of the European Gymnastics Registration Fees	October 26th, 2020
Media Accreditation	November 16th, 2020

For the LOC (Forms / Accommodation)

	Deadline
Visa Request – SmartScoring digital portal	October 26th, 2020
Travel Schedule – SmartScoring digital portal	October 26th, 2020
Photo & passports for Accreditation – SmartScoring digital portal	October 26th, 2020
Music for Individuals and for Groups – SmartScoring digital portal	October 26th, 2020
Accommodation costs (first 50%)	September 30th, 2020
Accommodation costs (last 50%)	October 26th, 2020
Meals (100%)	October 26th, 2020
Form with the duration and author of the music (appendix 2 & 3)	At the accreditation
Diploma Form (appendix 5)	

Maria PETROVA

President of the European Gymnastics TC-RG

Sofia/Kyiv/Lausanne, October 2020

Appendix 1: Covid-19 Guidelines
Appendix 2: Music Form
Appendix 3: Music Confirmation

Appendix 4: Layouts
Appendix 5: Diplomas