



DIRECTIVES

(Senior) **Event ID: 14372**
(Junior) **Event ID: 14373**

Dear UEG affiliated Member Federation,

The Swiss Gymnastics Federation has the pleasure to invite your Federation to participate in the aforementioned official UEG International Event.

DISCIPLINE	Women's Artistic Gymnastics	
HOST FEDERATION	Swiss Gymnastics Federation <u>Contact Person:</u> Mr. Ruedi HEDIGER, Managing Director Bahnhofstrasse 38 5001 AARAU, Switzerland Phone +41 62 837 82 00 Fax +41 62 824 14 01 E-mail stv@stv-fsg.ch www.stv-fsg.ch	
LOCAL ORGANIZING COMMITTEE	EM Kunstturnen Bern 2016 <u>Contact Person:</u> Ms. Lisa WORTHMANN, Secretary General Haus des Sports Talgut-Zentrum 27 3063 ITTIGEN, Switzerland Phone +41 31 359 75 00 E-mail delegations@ec-bern216.com www.ec-bern2016.com	
LOCATION	BERN, Switzerland	
DATE	June 1 – 5, 2016	
VENUE	<u>Competition Hall</u> PostFinance-Arena Mingerstrasse 12 3014 BERN, Switzerland Phone +41 31 336 80 80 www.postfinancearena.ch Venue capacity: 6000 seats <u>Training & Warm-up Hall</u> BERNEXPO (Hall 2.2) Mingerstrasse 6 3014 BERN, Switzerland Phone +41 31 340 11 11 www.bernexpo.ch	 
APPARATUS SUPPLIER	SPIETH	

RULES AND REGULATIONS	<p>The event will be organized under the following FIG and UEG rules, as valid in the year of the event, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"> • FIG and UEG Statutes • FIG and UEG Technical Regulations • FIG Code of Points and relevant Newsletters • FIG General Judges' Rules • FIG Specific Judges' Rules • Doping Control Rules • FIG License Rules • UEG Media Rules • FIG Apparatus Norms • UEG Advertising and Publicity Rules • FIG Rules for Sanctioning (approval) of International Events • UEG Accreditation Directives • <i>and subsequent decisions of the FIG/UEG Executive Committee</i> 																																												
FEDERATIONS INVITED	<p>The Organizing Member Federation will invite all UEG Member Federations, provided that their financial obligations to the UEG and the FIG are fulfilled. The inscriptions have to be made by the National Federations.</p> <p>All federations are entitled to participate with either a team composed of 3 to 5 gymnasts, or a maximum of 2 individual gymnasts.</p> <p>Maximum size of delegation:</p> <table border="1" data-bbox="437 1025 1410 1433"> <thead> <tr> <th></th> <th>Juniors</th> <th>Seniors</th> <th>Combined</th> </tr> </thead> <tbody> <tr> <td>Gymnasts</td> <td>5</td> <td>5</td> <td>10</td> </tr> <tr> <td>Head of Delegation</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Team Leader</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Coaches</td> <td>2</td> <td>2</td> <td>4</td> </tr> <tr> <td>Doctors</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Physiotherapist</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>Judges</td> <td>1</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <table border="1" data-bbox="437 1487 1410 1671"> <tbody> <tr> <td>*Additional Coaches</td> <td>2</td> <td>2</td> <td>4</td> </tr> <tr> <td>*Additional Physiotherapists</td> <td>2</td> <td>2</td> <td>4</td> </tr> <tr> <td>*Guest or VIP-Guest</td> <td>2</td> <td>2</td> <td>4</td> </tr> </tbody> </table> <p>The number of coaches cannot be higher than the number of gymnasts.</p> <p>The costs for the accreditations of additional coaches, physiotherapists and guests have to be assumed by the National Federation.</p> <p><u>*Costs for:</u></p> <ul style="list-style-type: none"> • Additional Coach CHF 200.00 • Additional Physiotherapist CHF 200.00 • Guests / VIP-Guests CHF 200.00 / CHF 250.00 		Juniors	Seniors	Combined	Gymnasts	5	5	10	Head of Delegation	1	1	1	Team Leader	1	1	2	Coaches	2	2	4	Doctors	1	1	1	Physiotherapist	1	1	2	Judges	1	1	2	*Additional Coaches	2	2	4	*Additional Physiotherapists	2	2	4	*Guest or VIP-Guest	2	2	4
	Juniors	Seniors	Combined																																										
Gymnasts	5	5	10																																										
Head of Delegation	1	1	1																																										
Team Leader	1	1	2																																										
Coaches	2	2	4																																										
Doctors	1	1	1																																										
Physiotherapist	1	1	2																																										
Judges	1	1	2																																										
*Additional Coaches	2	2	4																																										
*Additional Physiotherapists	2	2	4																																										
*Guest or VIP-Guest	2	2	4																																										

AGE LIMITS	<p>The participants must be in possession of a valid FIG licence and have the following age in the year of the event:</p> <p>WAG Juniors: 14 - 15 years WAG Seniors: min. 16 years</p> <p>Gymnasts who have participated as a senior in World Championships, Continental Championships, World Cup competitions, Multi-sport Games, may not participate afterwards in junior competitions.</p>												
JUDGES AND JURIES	<p>Each National Federation with a team or individual gymnasts for the senior or junior competitions has the obligation to nominate one judge. Each National Federation with teams or individual gymnasts for the senior and junior competition has the obligation to nominate two judges.</p> <p>The federations having been drawn with a D2 / RF judge will be informed of the possibility of nominating another E judge. The judges have to fulfil the requirements of the TR/UEG.</p> <p>A federation participating with an insufficient number of judges or without judge will have to pay a fine to the UEG as follows:</p> <table border="1" data-bbox="440 864 1430 1066"> <thead> <tr> <th>Requested by UEG</th> <th>NF comes with</th> <th>Sanction</th> </tr> </thead> <tbody> <tr> <td>2 judges</td> <td>1 judge</td> <td>EUR 2'000.00</td> </tr> <tr> <td>2 judges</td> <td>0 judge</td> <td>EUR 4'000.00</td> </tr> <tr> <td>1 judge</td> <td>0 judge</td> <td>EUR 2'000.00</td> </tr> </tbody> </table> <p>All judges must have a currently valid FIG brevet at the time of the event.</p>	Requested by UEG	NF comes with	Sanction	2 judges	1 judge	EUR 2'000.00	2 judges	0 judge	EUR 4'000.00	1 judge	0 judge	EUR 2'000.00
Requested by UEG	NF comes with	Sanction											
2 judges	1 judge	EUR 2'000.00											
2 judges	0 judge	EUR 4'000.00											
1 judge	0 judge	EUR 2'000.00											
REGISTRATION DEADLINE	<p>The registrations have to be made only via the FIG online database: (https://database.fig-gymnastics.com).</p> <table border="1" data-bbox="440 1290 1107 1413"> <tbody> <tr> <td>Definitive registration</td> <td>March 3, 2016</td> </tr> <tr> <td>Nominative registration</td> <td>May 2, 2016</td> </tr> </tbody> </table> <ul style="list-style-type: none"> late definitive registration: EUR 1'500.00 to be paid to the UEG late nominative registration: EUR 1'000.00 to be paid to the UEG 	Definitive registration	March 3, 2016	Nominative registration	May 2, 2016								
Definitive registration	March 3, 2016												
Nominative registration	May 2, 2016												
ENTRY FEES	<p>EUR 100.00 per gymnast to be transferred to the UEG account:</p> <p style="text-align: center;">Banque Cantonale Vaudoise Place St-François 14, CP 300 1002 LAUSANNE, Switzerland</p> <p style="text-align: center;">Account N°: L 5205.70.49 European Union of Gymnastics IBAN: CH05 0076 7000 L520 5704 9 SWIFT Code: BCVLCH2LXXX</p>												

ACCREDITATION

The accreditation office will be located at the competition venue.

The UEG Accreditation Rules will be strictly applied, notably as far as the number of accreditations per federation is concerned. No further accreditations may be issued (for changes after the deadline of the online nominative registration, please see the "Request for Accreditation Changes" form, which will be enclosed to the Work Plan). Any additional person is considered as a spectator and must buy entry tickets. Accreditations will not be delivered unless all financial and insurance obligations have been fulfilled.

Each delegation will be taken to the accreditation desk upon arrival. The following items will be checked there:

- The passports of gymnasts and judges
- The licences of the gymnasts
- For medical persons, the proof of their professional competences (copy of diploma or professional card)
- Prove of insurance coverage of the delegation (except for gymnasts and judges)
- Prove of the fulfilment of all financial obligations to the LOC (accommodation, meals, airport transfer (if applicable))
- The correctness of national flag and anthem of the country, to be confirmed with the form "Confirmation of the national flag and anthem"
- Floor music and "music release form", if not sent to LOC previously
- Departure confirmation

ONLINE ACCREDITATION

Each delegation is kindly asked to **enter the personal details** and to **upload photos of all delegation members by May 2, 2016** in the following online accreditation tool of the LOC:

<http://www.ec-bern2016.com/en/delegations-online>

Colour photo details:

Portrait photo; file format: .jpg or .jpeg,
Minimum 150 pixels x 200 pixels (width x height).

The **online accreditation system** will be **open from January 12, 2016** (9:00h CET) and will be **closed on May 2, 2016**. All UEG Member Federations will receive the login details on January 11, 2016.

PLEASE CONSIDER:

If photos will have to be taken at the accreditation (because they were not sent within the deadline or they were not sent in the correct format), CHF 15.00 will be charged for each photo taken at the accreditation desk.

<p>WAG FLOOR MUSIC</p>	<p>Please send files of the WAG floor music of your gymnasts and the music release form (appendix 2) to the following e-mail address until May 2, 2016: delegations@ec-bern2016.com</p> <p>Floor music files format: If possible wav, but mp3 and mp4 will also be accepted.</p> <p>The name of each music file has to contain the following information:</p> <ul style="list-style-type: none"> • Country code • LAST NAME and first name of the gymnast <p>(Example : SUI_MUSTER_Bruno.wav)</p> <p>By sending the music release form you</p> <ul style="list-style-type: none"> • confirm that the music used does not violate any copyrights and that it can be broadcasted within sports • confirm that your music files meet the technical criteria of the LOC <p>Please bring a CD of each floor music to the European Championships in case of technical problems and for the training sessions.</p>
<p>EVENT FORMAT</p>	<p>WAG competition Seniors (CI) A senior team consists of 3 – 5 gymnasts, of which 3 compete on each apparatus. The 3 scores obtained are added and make the total result. The National Federation nominates the team for each apparatus. It is possible to participate with individual gymnasts, if a National Federation does not have a sufficient number of gymnasts for a full team.</p> <p>WAG competition Juniors (CI) A junior team consists of 3 – 5 gymnasts, of which 4 compete on each apparatus. The 3 best scores on each apparatus are added for the final result. The National Federation nominates the team for each apparatus. It is possible to participate with individual gymnasts, if a National Federation does not have a sufficient number of gymnasts for a full team.</p> <p>WAG competition Juniors (CII) The 24 gymnasts with the highest ranking obtained in the qualifying competition CI will qualify for the all-around final CII. A maximum of 2 gymnasts per National Federation are allowed in the finals. For the all-around final, there will be 4 reserve gymnasts.</p> <p>WAG competition Seniors and Juniors (CIII) The 8 highest ranked gymnasts on each apparatus from CI will be qualified for the corresponding apparatus finals. A maximum of 2 gymnasts per National Federation will be allowed in the finals. For the apparatus finals, there will be 3 reserve gymnasts per apparatus.</p> <p>WAG competition Seniors (CIV) The 8 best teams from CI will participate in the team final.</p>

PROVISIONAL SCHEDULE	Sat, 28.05.16	Arrival TC	
	Sun, 29.05.16	Arrival delegations*	
		Arrival D1 and D2 judges*	
		Accreditation	
		Training upon request	afternoon
		TC meeting	whole day
	Mon, 30.05.16	*Judges' instruction for all judges, judges' oath	18:00 - 21:00
		Judges' draw (CI, CIV Sen. / CI, CII Jun.)	08:15 - 09:45
		Training as per schedule	
		Orientation meeting	10:00
		Podium training Juniors (Subdivisions 1 – 4)	10:00 - 20:00
	Tue, 31.05.16	Training as per schedule	
		Podium training Seniors (Subdivisions 1 - 4)	10:00 - 19:30
	Wed, 01.06.16	Training as per schedule	
		CI Juniors Subdivision 1	10:00 - 12:00
		Subdivision 2	12:10 - 14:10
		Subdivision 3	15:20 - 17:20
		Opening Ceremony	17:20 - 17:50
		CI Juniors Subdivision 4	18:00 - 20:00
	Thu, 02.06.16	CI Juniors Award Ceremony (Team)	20:00 - 20:10
		Training as per schedule	
		CI Seniors Subdivision 1	10:00 - 12:00
		Subdivision 2	12:10 - 14:10
		Subdivision 3	15:20 - 17:20
	Fri, 03.06.16	Subdivision 4	17:30 - 19:30
		Training as per schedule	
		CII Juniors	19:00 - 21:00
	Sat, 04.06.16	CII Juniors Award Ceremony	21:00 - 21:10
		Training as per schedule	
CIV Seniors		17:00 - 18:40	
Sun, 05.06.16	CIV Seniors Award Ceremony	18:40 - 18:50	
	Training as per schedule		
	CIII Seniors CIII Seniors Award Ceremonies	11:00 – 13:50	
	CIII Juniors CIII Juniors Award Ceremonies	14:30 – 17:00	
	Closing Ceremony		
Mon, 06.06.16	Banquet	evening	
	Departure of delegations, TC & D-judges		

	<p>*Important information for judges:</p> <p>The judges' instruction takes place on Sunday, May 29, 2016 at 18:00. The flight or train arrival time of judges should not be later than:</p> <p>Zürich Airport (ZRH): 14:00 Bern Airport (BRN) or Bern Central Train Station: 16:00 Basel Airport (BSL): 14:00 Geneva Airport (GVA): 13:00</p> <p>If the above mentioned arrival times are not possible, please arrange the arrival of your judges one day earlier (Saturday, May 28, 2016).</p>
EVENT MANAGER	<p>Ms. Lisa WORTHMANN Secretary General</p> <p>EM Kunstturnen Bern 2016 Haus des Sports Talgut-Zentrum 27 3063 ITTIGEN, Switzerland Phone +41 31 359 75 00 E-mail delegations@ec-bern2016.com www.ec-bern2016.com</p>
MEDICAL SERVICES	<p>All information will be included in the work plan. Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.</p>
VISA	<p>Please verify immediately with your travel agent or the Swiss Embassy or Consulate in your country, if a visa is required for your travel to Switzerland. The Organizing Committee will be happy to assist each delegation member with an official invitation letter, provided that the request is made until March 3, 2016 to the LOC via the online accreditation tool.</p> <p>http://www.ec-bern2016.com/en/delegations-online</p> <p>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 should be addressed to.</p>
INSURANCE	<p>The Host Federation, the Organizing Committee, the UEG and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The UEG Technical Regulations foresee that all participating federations are responsible for making their own arrangements to have the necessary valid insurance coverage (except gymnasts and judges).</p> <p>The LOC 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 LOC in advance.</p> <p>The LOC will subsequently offer insurance at the federations own charge as follows: CHF 185.00/person (flat-rate) for illness, medical fees and repatriation up to CHF 50'000.00</p>

INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members.</p> <p>The travel details must be returned to the LOC via the online accreditation tool by May 2, 2016 at the very latest.</p> <p>http://www.ec-bern2016.com/en/delegations-online</p>
LOCAL TRANSPORTATION	<p>Transportation at arrival & departure: Accredited delegations who book their accommodation through the LOC will be provided with transportation at no extra costs from/to:</p> <ul style="list-style-type: none"> • Zürich Airport (ZRH) • Bern Airport (BRN) • Bern Central Train Station <p>Transportation from/to the following airports can be arranged by the LOC for accredited delegations at the following costs:</p> <p>Geneva Airport (GVA) and Basel Airport (BSL)</p> <ul style="list-style-type: none"> • 1 – 8 persons: CHF 55.00 per way/person; minibus or train • 9 – 16 persons: CHF 50.00 per way/person; midibus • 17+ persons: CHF 45.00 per way/person; coach <p>Local transportation: Accredited delegations will receive a free ticket for public transportation within the city of Bern.</p> <p>Local transportation will be organized by tram for all hotels located at tram-line number 9 which goes directly to the competition & training venue. A tram is going every 6 - 15 minutes.</p> <p>A shuttle service will be arranged for hotels which are not located directly at tramline no. 9.</p>
OFFICIAL HOTEL	<p>Hotel Allegro ****^{Superior} Kongress + Kursaal Bern AG Kornhausstr. 22 3000 BERN, Switzerland Phone +41 (0)31 339 55 00</p> <p>Prices: Please see delegation accommodation, category I</p>
DELEGATION ACCOMMODATION	<p>Allocations for the delegations have been reserved in 19 hotels in Bern and 4 hotels outside of Bern.</p> <p>Distance between competition & training venue and hotels in Bern:</p> <p>13 hotels between 650m and 3 km 5 hotels between 4 – 5 km 1 hotel 8.5 km</p> <p>Distance between competition & training venue and hotels outside of Bern:</p> <p>4 hotels 32 – 38 km</p> <p>If the delegation does not book their accommodation via the LOC, all services normally included (such as transportation and banquet) must be paid separately.</p>

Category I (** / ****^{Superior})****Costs per person/night, including breakfast**

Single Room	CHF 330.00
Double Room	CHF 195.00

Category II (/ ****)****Costs per person/night, including breakfast**

Single Room	CHF 250.00
Double Room	CHF 160.00
3-Bed Room	CHF 130.00

Category III (/ ***)****Costs per person/night, including breakfast**

Single Room	CHF 180.00
Double Room	CHF 130.00
3-Bed Room	CHF 110.00

Category IV (* / *)****Costs per person/night, including breakfast**

Single Room	CHF 155.00
Double Room	CHF 100.00
3-Bed Room	CHF 80.00

Hotel rooms will be allocated on a “first come, first served” basis.

Once the allocations in Bern are not available anymore in a certain category, the hotels outside of Bern will be offered. In this case, the LOC will contact the NF beforehand.

The **accommodation booking** must be returned to the LOC **via the online accreditation tool** by **February 1, 2016** at the very latest.

<http://www.ec-bern2016.com/en/delegations-online>

The invited participating federations must pay for the accommodation expenses of their delegation members.

The **costs for the accommodation** must be **paid to the LOC** as follows:

- 50% until March 3, 2016
- Remaining balance until May 2, 2016

MEALS

Delegations can book lunch and dinner via the LOC. It will be served in the restaurant “Henris”, which is located next to the training hall at the competition venue. The meals will be offered as buffet.

Lunch

CHF 25.00 per person/day
served daily between 11:30 - 14:30

	<p>Dinner CHF 25.00 per person/day served daily between 18:30 - 22:00</p> <p>The meals booking must be returned to the LOC via the online accreditation tool by March 3, 2016 at the very latest. http://www.ec-bern2016.com/en/delegations-online</p> <p>The invited participating federations must pay for the meals expenses of their delegation members. The costs for the meals must be paid to the LOC as follows:</p> <ul style="list-style-type: none"> • 50% until March 3, 2016 • Remaining balance until May 2, 2016
<p>CANCELLATION POLICY</p>	<p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Cancellations are accepted until March 3, 2016 without any penalties • from March 4 to April 3, 2016: 25% of the total amount of the cancellation will be charged • from April 4 to May 2, 2016: 50% of the total amount of the cancellation will be charged • from May 3, 2016 on: no refund <p><u>Meals</u></p> <ul style="list-style-type: none"> • Cancellations are accepted until May 2, 2016 without any penalties • from May 3, 2016 on: no refund
<p>FINAL BANQUET</p>	<p>The final banquet will be offered to all accredited participants who reserved their accommodation through the LOC.</p> <p>Extra tickets for the banquet can be ordered at the price of CHF 60.00 per person.</p> <p>The banquet will take place in the evening on Sunday, June 5, 2016 in the “Kursaal” at the official UEG Hotel Allegro.</p> <p>Kongress + Kursaal Bern AG Kornhausstr. 22 3000 BERN, Switzerland</p>
<p>BANK ACCOUNT INFORMATION</p>	<p>All payments to the LOC must be made by bank transfer. Bank name and address:</p> <p style="text-align: center;">PostFinance AG Mingerstrasse 20 3030 BERN, Switzerland</p> <p style="text-align: center;">EM Kunstturnen Bern 2016 IBAN: CH57 0900 0000 6192 6846 0 SWIFT Code: POFICHBEXXX</p> <p>Each participating federation is kindly requested to integrate the payment purpose as follows: Country code and content of the payment (hotel, meals, airport transfer).</p> <p>The participating Federation is responsible for covering all bank fees in connection with the bank transfers.</p>

MARKETING	UEG advertising and publicity norms must be respected.	
MEDIA	<p>LOC Media Officer: Mr. Rolf THALLINGER E-mail media@ec-bern2016.com</p> <p>Allocations for journalists have been reserved in several hotels in Bern. Please contact the LOC for details.</p>	
SOCIAL MEDIA	<p>Follow the European Championships 2016 on</p> <p>Facebook www.facebook.com/gymbern2016</p> <p>Twitter www.twitter.com/gymbern2016</p> <p>Instagram www.instagram.com/gymbern2016</p> <p>YouTube http://www.youtube.com (European Artistic Gymnastics Championships 2016 – Bern – SUI)</p> <p>Hashtag #ECBern2016</p>	
DEADLINES SUMMARY	Definitive Registration (FIG online database)	03.03.2016
	Nominative Registration (FIG online database)	02.05.2016
	Accommodation reservation (LOC online system)	01.02.2016
	Meals reservation (LOC online system)	03.03.2016
	Visa Request (LOC online system)	03.03.2016
	Travel schedule (LOC online system)	02.05.2016
	Accreditation date and photos (LOC online system)	02.05.2016
	Music file and Music release form (per E-mail)	02.05.2016
	Payment of Entry Fee to UEG	03.03.2016
	Payment of Accommodation (50%) to LOC	03.03.2016
	Payment of Meals (50%) to LOC	03.03.2016
	Payment of Accommodation (balance) to LOC	02.05.2016
	Payment of Meals (balance) to LOC	02.05.2016
	Payment of airport transfers to LOC (if flight goes to/from Geneva or Basel)	02.05.2016
	Cancellation of Accommodation possible without costs	until 03.03.2016
Cancellation of Meals possible without costs	until 02.05.2016	
ADDITIONAL INFORMATION	<p>Information about tickets, packages (including hotel and city tour) as well as hospitality offers for spectators can be found on the website: www.ec-bern2016.com</p>	

Sincerely Yours,

Aarau, December 7, 2015



Erwin Grossenbacher
President of the Swiss Gymnastics Federation