



**European
Gymnastics**

Head Office
Avenue de la Gare 12
CH - 1003 Lausanne

Phone: +41 - 21 - 613.10.20

info@europeangymnastics.com
www.europeangymnastics.com

EUROGYM EUROPEAN YOUTH FESTIVAL

R E G U L A T I O N S

Edition 2023

ABBREVIATIONS

EC	Executive Committee
TC-GfA	Technical Committee for Gymnastics for All
NF	National Federation
LOC	Local Organising Committee

CONTENTS

Art. 1	General Aims	4
Art. 2	Terminology	4
Art. 3	Right of the Federations to participate	4
Art. 4	Allocation and dates	4
Art. 5	Entry Procedure.....	5
Art. 5.1	Invitation	5
Art. 5.2	Registration of Interest	5
Art. 5.3	Provisional Registration	5
Art. 5.4	Definitive Registration	5
Art. 5.5	Cancellation policy	5
Art. 5.6	Programme and Time-Schedule.....	5
Art. 6	Responsibilities	5
Art. 6.1	Responsibilities of European Gymnastics	5
Art. 6.2	Responsibilities of the Organising Federation and the LOC	6
Art. 7	Format	7
Art. 8	Programme	8
Art. 9	Finances	8
Art. 10	Opening Ceremony.....	9
Art. 10.1	Venue / Stage	10
Art. 10.2	Sound, Lighting, Screens and Flags	10
Art. 10.3	Parade	11
Art. 11	Group Performances.....	11
Art. 11.1	Venue	11
Art. 11.2	Equipment.....	12
Art. 11.3	Sound	12
Art. 11.4	Moderator/Speaker	13
Art. 12	Workshops	13
Art. 12.1	Duration	13
Art. 12.2	Workshop instructors and participants	13
Art. 12.3	Venue	14
Art. 12.4	Sound	14
Art. 12.5	Equipment.....	14
Art. 13	EUROGYM Gala	14
Art. 13.1	Speaker.....	15
Art. 13.2	Requirements.....	15
Art. 13.3	Venue	16
Art. 13.4	Sound	16
Art. 13.5	Lighting.....	16
Art. 13.6	Screens	16
Art. 13.7	Equipment.....	16

Art. 14 Closing Ceremony	16
Art. 14.1 Venue	17
Art. 14.2 Sound, Lighting, Screens and Flags	17
Art. 15 Educational Forum.....	17
Art. 15.1 Venue, Equipment	18
Art. 16 Cultural and social activities.....	18
Art. 17 Accommodation	19
Art. 18 Catering.....	19
Art. 19 Transport	20
Art. 20 Miscellaneous	20
Art. 20.1 Behaviour and welfare of the gymnasts	21
Art. 20.2 First aid and Health-accident insurance	21
Art. 20.3 Obligation of the participating National Federations to assist at the	
Meeting with the Heads of Delegation / Team Leaders	21
Art. 20.4 Daily meetings and Information Desk.....	21
Art. 20.5 Speeches of the European Gymnastics President or his/her	
representative and of the LOC representative	21
Art. 20.6 Hoisting of the European Gymnastics flag with music	22
Art. 20.7 Volunteers.....	22
Art. 21 Concluding Remarks	22
Appendix 1.....	23
Appendix 2.....	24

Art. 1 General Aims

The general aims of the European Youth Festival EUROGYM are as follows:

- Common experiences in practising physical, cultural and social activities.
- Develop friendships between young people from different nationalities and cultures.
- Mutual understanding of distinctive national characteristics.
- New experiences in a group of young people sharing the same interests in an environment adapted to youth.
- Motivate young people to assume a future responsible role in gymnastics.
- Possibility for the accompanying adults to exchange experiences from their work with young people, using modern pedagogical principles.

Art. 2 Terminology

The name of the event is "EUROGYM". It is preceded by a numeral indicating which number in the sequence of events it is, and is followed by the year in which the event takes place (e.g. 12th EUROGYM 2020).

Art. 3 Right of the Federations to participate

EUROGYM is open to gymnasts from national European federations affiliated to European Gymnastics, provided that all their financial obligations towards European Gymnastics are fulfilled.

Gymnasts can participate if they:

- Belong to a European Gymnastics Member Federation,
- Have the correct age,
- Have a valid health/accident insurance,
- Respect the dispositions of the EC decisions and of the Regulations.

The participation of delegations from non-European countries is possible if their Federation is affiliated to the FIG. The European Gymnastics office has to be informed about their request to participate before the deadline of the final registration.

European Gymnastics has the right to refuse.

Art. 4 Allocation and dates

Upon receipt of applications, the EC/European Gymnastics will select the most suitable candidate after a thorough study of the applications. If considered necessary by European Gymnastics, an inspection visit of the TC-GfA will be organised beforehand (all related costs have to be assumed by the LOC.)

As far as possible, the contract between European Gymnastics and the hosting federation has to be signed at the latest 36 months before the event.

The dates of the event are set by the Executive Committee in cooperation with the OLC. As far as possible, a period of at least 2 weeks should be respected between 2 events.

The opening of the event must be on Sunday and the closing on Thursday.

Art. 5 Entry Procedure

For registration of entry are to be used the official forms respectively the online registration system. The entries are sent directly from the NF to the LOC. The LOC must inform European Gymnastics monthly about the number of entries.

Art. 5.1 Invitation

A joined invitation from European Gymnastics and the LOC is sent to the NF twenty months prior to EUROGYM. The LOC has to submit a draft to European Gymnastics for approval.

Art. 5.2 Registration of Interest

The Federations are asked to inform the LOC twelve months prior to the Festival of their interest to participate.

Art. 5.3 Provisional Registration

Provisional registrations must be received by the LOC eight months prior to EUROGYM.

The provisional registrations will be officially accepted and confirmed when 10% of the participation fee has been paid to the LOC.

Art. 5.4 Definitive Registration

Four months prior to EUROGYM the LOC must have received the definitive registrations from the NF, through the official online registration system, as well as the remaining 90% of the participation fee.

Art. 5.5 Cancellation policy

The LOC must clearly inform the Federations about its cancellation policy and fees for the period in between the provisional registration and the arrival of the groups on site. It must also be clear to the NF that the 10% of the participation fee, to be paid at the time of the provisional registration, is in any case non-refundable.

The LOC should recommend that each Federation subscribes to its own cancellation insurance for its participation in EUROGYM.

Art. 5.6 Programme and Time-Schedule

The bulletins number one and two have to be sent to the NF 16 and 10 months before the event.

One month before the event, the LOC must send the event guide to the participating NF. This document must include the schedule of the workshops, the group performances, the meals ...

Art. 6 Responsibilities

Art. 6.1 Responsibilities of European Gymnastics

As EUROGYM is an official event of European Gymnastics, the TC-GfA has the following responsibilities and rights:

- Responsibility for the implementation of and the compliance with all applicable Regulations.
- Deciding special cases concerning participation and organisational matters.
- Approving the definitive programme and all the technical aspects of the event like (but not only) the topics for the workshops and the educational forum, the schedule for the group performances, the bulletins, the time schedule of the event...

Art. 6.2 Responsibilities of the Organising Federation and the LOC

The Organising Federation has the following obligations and responsibilities:

- Apply the European Gymnastics Regulations for EUROGYM.
- Constantly maintaining the necessary communication with the TC-GfA/ European Gymnastics and the European Gymnastics sports coordinator
- Prepare an organising plan in agreement with the TC-GfA.
- Provide the necessary arenas/sites as well as the standardised apparatus and technical installations required by the participating Federations. If required, the organiser should - within the context of existing possibilities - provide lockable storage facilities near the arenas.
- Provide accommodation and catering for all participants.
- Organise first-aid service with a doctor constantly available.
- Organise a professional security service, in particular in the schools.
- Promote the event by using press, radio and television, internet and social media as well as printed material etc.
- Submit all the documents the event to the European Gymnastics office for previous approval by the European Gymnastics Director/Head of Media/Sports Coordinator
- Receive and deal with the entries of the NF (using the European Gymnastics online registration system)
- Prepare the programme for the whole event, with a complete listing of the different activities and other events. This event guide must be available in English and, in addition, the language of the organising country may also be used. The event guide must be distributed to all participating Federations at least one month before EUROGYM. It must also be distributed to all groups together with their accreditation. The LOC must provide a certain number of event guides per group (at least 5 issues per group).
- Provide the necessary staff and volunteers and train them so they are well prepared to run the event.
- The key persons of the LOC, the volunteers and the workshop instructors must speak English in a fluent way.
- Prepare a final report addressed to the European Gymnastics Authorities. This report has to be submitted no later than 1st of December following the event. The report must include the following subjects:
 - Remarks concerning the organisation
 - Total number of active participants with sex and age distribution
 - Total number of performances
 - Nominative list of the participating Federations including the number

- of groups
- Final general accounts according to Article 9.8.

The recording of the Gala must also be delivered to the TC-GfA by 1st of December following the event.

If the final report and the accounts are not sent to the European Gymnastics office in time, the EC/European Gymnastics can decide to keep the deposit paid in advance.

Art. 7 Format

Art. 7.1 EUROGYM is organised every two years in July, in the even years.

Art. 7.2 EUROGYM must not be a part of any other gymnastics event.

Art. 7.3 The duration of the event is limited to 5 days including the opening and closing ceremonies.

Art. 7.4 EUROGYM is open to young people aged 12 to 18 years in the year of the event.

A group that has 10 participants (or more) can include younger and older participants according to the table below.

However, the minimum age is 10 years in the year of the event and the maximum age is 20 years in the year of the event.

# participants per group		# participants allowed that are younger and/or older
From ...	Until ...	
6	9	0
10	15	1
16	25	2
26	35	3
36	45	4
46	55	5
56	> 56	6

The age of the participants will be checked during final registration and the event itself by the LOC in close cooperation with the Task Force /TC-GfA/ European Gymnastics.

Exceptions are not allowed, neither are participants below 10 years and/or above 20 years old.

Art. 8 Programme

The programme of EUROGYM must include the following events:

- Opening Ceremony
- Group performances
- Educational Forum
- Workshops
- Cultural and social activities
- Reception for the Heads of Delegation
- EUROGYM Gala and Closing ceremony.

The following table represents an example of the timing of these events in the global EUROGYM-programme:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival of delegations	Arrival of delegations	HoD Meeting	HoD Meeting	HoD Meeting	HoD Meeting	Departure of delegations
	Group leaders & HOD Meeting	Workshops	Workshops	Workshops	Workshops	
	Parade & Opening Ceremony	City performances	City performances	City performances	EUROGYM Gala and Closing Ceremony	
		Educational Forum	Educational Forum			
	Social activities	Social activities	Social activities	Social activities		

The Organising Federation submits a detailed programme and time schedule to the TC-GfA. The following principles shall be applied:

- No event appearing in the official programme of EUROGYM is allowed to precede the opening ceremony.
- Arrival is on Saturday (or Sunday morning) and departure on Friday.
- The workshops are organised in the mornings.
- The performances and the other events are organised in the afternoon/evening.

Art. 9 Finances

The LOC has the following obligations:

- Art. 9.1** Prepare an initial financial plan to be presented to the EC/European Gymnastics at the time of the application. The financial situation of adolescents is to be taken into account to determine the price of the participation card.
- Art. 9.2** Submit a budget to European Gymnastics eight months before the event.
- Art. 9.3** Be responsible for all the expenses necessary for organising the event (halls, sites, apparatus, installations, first-aid and security service, printed materials, promotion, invitations etc.).
- Art. 9.4** Distribute an accreditation card to each participant in EUROGYM, giving free entrance to all events during the festival.
The price for the accreditation is determined in the contract signed between European Gymnastics and the Organising Federation. The price includes the event guide and the official accreditation, lodging, meals and local transportation.
- Art. 9.5** If extraordinary events are organised, a supplementary entry fee may be requested in addition to the accreditation fee.
- Art. 9.6** Provide storage facilities. Transporting and storing of apparatus owned and brought by participating Federations is at the costs of the corresponding Federations.
- Art. 9.7** Offer free participant cards for a maximum of 6 observers from the next Organising Committee. The LOC is invited but not obliged to offer also accommodation and catering.
- Art. 9.8** Submit the final accounts together with the final report by 1st of December following the event.

Art. 10 Opening Ceremony

The opening ceremony is organised on the first day of EUROGYM; the venue being a stadium, a sports hall or a large place appropriate for the organisation of this event.

The opening ceremony is organised according to the following programme:

- Parade of the participating delegations with their national flag, in the English alphabetical order; the signs are also in English.
- Music to accompany the parade.
- Speech by a representative of the LOC and (optional) speech by the Mayor of the host city or its representative.
- Speech by the President of European Gymnastics or his/her representative. He/she is the last to take the floor as he/she officially opens the event.
- Hoisting of the European Gymnastics flag, accompanied by music.
- Hoisting the flag of the organising country while playing its national anthem.
- Performances organised by the host country.

Maximum duration of the parade and the seating of the delegations is 45 minutes.

The maximum duration of the opening ceremony is one hour, and if the parade is included a maximum of 90 min.

After the Opening Ceremony the LOC must celebrate the start of the event with an opening party for all the participants.

Any modification in the programme requires the approval of the TC-GfA and the European Gymnastics office.

The objectives of the Opening Ceremony are:

- To bring EUROGYM to the attention of the population of the hosting city.
- To use the opening ceremony as a tool to promote EUROGYM in the media (press, TV and others).
- To give the participants the feeling that they have become a part of EUROGYM.

Art. 10.1 Venue / Stage

A stage with a performance area of minimum 20m x 20m is required. A security area around the performance area is necessary

If the LOC decides to organise the Opening Ceremony as an '*open air*' event, an emergency / alternative plan has to be established in case of rain. In view of the value of that event and the high expectations on quality and atmosphere, it is assumed that the LOC proposes a suitable alternative.

Also, seats must be provided for all the participants and officials.

Art. 10.2 Sound, Lighting, Screens and Flags

Professionally installed and controlled equipment providing all possibilities for playing CD or USB (sound technician).

Wireless microphones/headsets must also be available, not only for the speaker but also for the LOC to communicate with the participants if necessary. Loudspeakers must be designed to transmit speeches and music in excellent quality. The sound level must be balanced in order to avoid health problems.

If the LOC decides to organise the event in the evening, professionally installed and steered equipment is also necessary to ensure a good quality of the event (light technician). The performance lighting has to be discussed and agreed on with the performing groups.

One or two video screens must be available to project information, the speeches, live images of the ceremony and to support the performance choreography.

Flags of all participating nations and signs with the name of each country need to be provided.

The LOC must livestream the Opening Ceremony. The livestream must be available for European Gymnastics to be used for its social platforms.

Art. 10.3 Parade

All delegations must participate in the parade. The parade needs to be organized in the city's street(s), leading to the venue of the opening ceremony. The objectives of the parade are:

- To attract the attention of the local population on EUROGYM
- To signal the beginning of EUROGYM
- To bring all the participants in good order to the place where the opening ceremony will be held
- To show that the young European gymnasts are a happy and friendly community.

The LOC has to provide a place where the participating countries will be assembled and organised before the parade (in English alphabetic order).

- The preparation time for the marching in/beginning of the parade must not be too long (about 30 minutes)
- Sanitary facilities must be provided at the assembly area
- As this parade is an outdoor event, a suitable route should be planned (about 15 minutes).

English speaking volunteers are essential for the assembly, the show, to help with equipment, etc.

Art. 11 Group Performances

Gymnastics for All group performances should have both educational and show aspects. They are considered "city performances" and give the groups the opportunity to show what they have prepared at home; all performance levels are acceptable, everybody can participate.

The groups must be composed of a minimum of 6 active performers. Each group must have the possibility to perform minimum twice.

Each performance must not last longer than 6 minutes (including preparation of the venue and marching in and out). The groups must have the opportunity to check out the stage before the start of the performances (size, layout, equipment, etc.).

Volunteers are essential to handle the gym material, to control the access, to work with sound equipment, qualified first aid etc.

Art. 11.1 Venue

The organiser must organise different types of stages: e.g. stages on a podium, stages on grass (swimming pool or park area) in crowded places (market place, city hall, shopping centre, etc.).

At least 2 performance areas with a floor space of 20mx20m and one smaller stage with a performance area of at least 14mx14m have to be provided, as well as management and dressing facilities and an equipment depository. A security area around the performance area is necessary. The definitive number of stages depends on the number of registered groups.

If several stages are located in the same building, they have to be optically and acoustically separated.

The stages must be close to the public. It is important for the audience to see the commitment and enjoyment of the participants in their activity.

All outdoor stages need to be ready 1 day before the actual group performances start. An alternative indoor stage with the same technical conditions must be planned for all outdoor stages in case of bad weather.

All stages need to have:

- Roller mats (see art. 11.2).
- Seats for spectators and participants. These can be tribunes, chairs, "natural" seats like a stairs or on a hill...
- A roof to protect participants (and equipment) against bad weather conditions like rain, high temperatures ...

Art. 11.2 Equipment

The technical conditions and the equipment provided by the LOC must be communicated to the groups in bulletin 1.

The 2 bigger stages need to be equipped with 20m x 20m roll-up floor tracks and the other stage(s) with (minimum) 14m x 14m floor tracks.

The following equipment must be available on minimum 2 of the stages:

- Gymnastic benches
- Mats 1m x 2m x 10cm
- Mini-trampolines
- Landing mats 2m x 3m x 30cm
- Vaulting boxes
- Vaulting boards

The groups have the opportunity to ask for extra equipment (to be mentioned during registration). The LOC should try to fulfil these requirements, as

- Air track
- Extra landing mats
- Vaulting table
- Double mini trampoline

Art. 11.3 Sound

Professionally installed and controlled equipment providing all possibilities for playing CD and USB. Wireless microphones/headsets must also be available. Loudspeakers must be designed to transmit speeches and music in excellent quality. The sound level (music and announcements) must be lower than 80 dB at a frequency of 1.000 Hertz (Hz).

Art. 11.4 Moderator/Speaker

The LOC must advise the Moderators/Speakers of the different venues not to speak too long. There must only be a few explaining words and information on the persons and groups.

The speaker actually leads the entire show and must make it fun to watch! (for example by initiating the event's flash mob, interviewing a participant...). The announcements must be made in English and, in addition, the language of the organising country may also be used.

Art. 12 Workshops

Workshops must be organised for the further education of all participants. The subjects must be mostly related to gymnastics or gymnastics related activities. The programme must be constructed by the LOC in consultation with the TC-GfA.

Every participant must be able to take part in 4 to 6 workshops and have a minimum of one free morning during the week.

Groups must indicate their choice and order of preference with the definitive registration. The LOC must guarantee at least one of their choices. In order for groups to register for workshops the LOC must publish a list of workshops, venues and instructors in bulletin 2. The groups registering for the choreography workshop need to be contacted by the LOC for special instructions.

At the workshop areas English speaking volunteers must be present to help participants finding the way to the Workshop. At least one volunteer must be present at each workshop to support the instructor, to guide the participants and to help in case of emergencies. Depending on the workshop location and size two volunteers are necessary.

In addition to the contact before the event, the LOC needs to set up a meeting with the workshop leaders and the volunteers at the beginning of the festival to explain them what the event is about and how they can help the LOC to make it a big success (how the workshops need to be run,...).

Art. 12.1 Duration

The duration of the workshops must be up to 90 minutes depending on the characteristics and needs of the workshop (a minimum duration of 60 minutes is required). City orienteering, a treasure hunt ... can take the whole morning.

The time schedule must be drawn up so that the mealtimes vary between the groups, thus reducing waiting times and queuing to a minimum.

Art. 12.2 Workshop instructors and participants

Workshop instructors must be professionals and well informed about the aims of EUROGYM and the objectives of the workshops. They must also speak English, be used to leading large groups and be able to adapt the activity to different levels.

It is important to carefully think about the number of participants in each workshop to maintain the quality of the workshops. The age differences within a group should not be an obstruction for participating in a workshop.

Art. 12.3 Venue

The number of venues for the workshops depends on the size of the halls and the number of participants per workshop and the type of workshop.
Several outdoor workshops must be proposed.

The venue and equipment must be checked by the LOC or the workshop instructor 30 minutes before the beginning of the workshop.

Art. 12.4 Sound

Professionally installed and controlled equipment must be provided to cover all possibilities (CD's and USB's only). Loudspeakers must transmit music in good quality. Wireless headsets must also be available for the workshop instructors if needed.
The noise of one workshop must not disturb the other workshops.

Art. 12.5 Equipment

The workshop instructors must inform the LOC in advance which equipment and material they need.

Art. 13 EUROGYM Gala

The EUROGYM GALA is a great show that gives expression to the variety existing in Gymnastics for All with the focus on creativity, entertainment and the “wow”-factor! The LOC can define the theme of this show, in close cooperation with the TC-GfA.

All groups that wish to be in the gala can apply through their national federation (European Gymnastics will provide the NF's with an application form). There is no limit to how many applications each federation can send. The maximum duration of one Gala-performance is 3 minutes. In order to be withheld, each performance will be evaluated by the TC-GfA according to the following criteria:

- Entertainment value
- Innovation, originality and variety
- Technique, quality and safety
- Overall impression.

The TC-GfA will decide which groups can participate in the Gala, this decision will be taken no later than 5 months prior to the event. All the NF's that have applied will receive feedback whether their group(s) is/are withheld. During the EUROGYM-festival wild cards still can be handed out by the TC-GfA. The organising country is entitled to have at least one group in the Gala.

Two performance areas should be available, so that one can be prepared while a performance is taking place on the other. Experiences suggest that one stage should have a dark surface and the other a light surface. Both must be capable of taking a normal 14m x 14m mat. The LOC must guarantee an area for the groups to prepare, to warm-up and to concentrate, with toilets and dress

facilities. Spectator seats must be reserved for the active participants. If this is not possible, a big screen needs to be provided backstage so they can watch the show from there.

The LOC must nominate a local choreographer and stage director and provide a technical support team to organise and run the Gala under the supervision of the TC-GfA. The EUROGYM Gala must be produced as a show and the event organisation should be high quality level, respecting time schedules, light and sound equipment, etc. The duration of the Gala is limited to 90 minutes.

The LOC must livestream the Gala. The livestream must be available for European Gymnastics to be used for its social platforms.

Art. 13.1 Speaker

The attention of the spectators should be focused on the performances. Therefore, the speaker must be brief, giving the name of the group and the country they represent as well as a few important explanations to allow the public to understand the content of the performance (sometimes groups try to tell a story).

The announcements must be made in English and, in addition, the language of the organising country may also be used.

Art. 13.2 Requirements

In the first information bulletin, the LOC must publish the following information about the Gala:

- General theme of the show
- Size of the performance area
- Material and colour of the floor area
- Available equipment.

Interested groups must accompany their application with the following information:

- Title of the music, description of the performance and exact length (max. 3 minutes in and out)
- Number of gymnasts and gender of the group members
- Colours of the costumes (important for lighting and choice of surface for the stage)
- Apparatus used and floor plan
- Whether or not the group will need help when preparing the stage.

Once the Gala-performances are chosen by the TC-GfA and all the groups are informed, the LOC can contact each of these groups to make the necessary arrangements.

To have a well-prepared event, the LOC must also ask in advance for the music (only CD and USB) used for the performance. This will avoid uncertainties and significantly increases the quality of the entire event.

A meeting with the group leaders must be organised on Tuesday morning. The groups will be informed which one of the two stages they can use. The type of performance

is one criteria for allocating a group to a certain stage, but the final allocation will depend on the overall set of groups performing, their types and their needs.

Art. 13.3 Venue

The venue for the GALA must be suitable for such an event (capacity of at least 5.000 places for spectators). In view of the value of the event and the high demand for quality and atmosphere, the LOC should pay careful attention to the choice of venue.

Art. 13.4 Sound

Professionally installed and controlled equipment (sound technician) must be provided, with CD and USB facilities.

Wireless microphones/headsets must also be available. Loudspeakers must be designed to transmit speeches and music in excellent quality.

The sound level (music and announcements) must be lower than 80 dB at a frequency of 1.000 Hertz (Hz).

Art. 13.5 Lighting

Professionally installed and managed equipment is necessary to ensure an event of high quality (light technician).

The lighting during the performances must be well discussed and agreed on with the performing groups. Inquiries should be made well in advance. A detailed schedule/description of the lighting for each different group performance has to be established before the beginning of the event.

Art. 13.6 Screens

Video screen/s must be available to project information, live images and to support the performances.

Art. 13.7 Equipment

Basic apparatus according to the needs of the groups (to be defined and written down on a form provided by the LOC).

Other material apart from sound and lighting equipment needed by the organisers of the event for special effects.

A hard disk covering all the performances in the right order to be given to European Gymnastics before the 1st of December following the event.

Volunteers are essential during the rehearsals and gala to handle the gym material, to control the groups, to work with sound equipment, first aid etc.

Art. 14 Closing Ceremony

The closing ceremony takes place on the last day, immediately after the EUROGYM Gala. The duration of the official part is maximum 15 minutes and is organised according to the following programme:

- Parade of national delegation representatives (max. 2 per country) behind their national flags, in the same order as during the Opening Ceremony
- Closing speech by the President of the LOC

- Closing speech by the President of European Gymnastics or his/her representative or by the President of the TC-GfA
- Lowering of the European Gymnastics flag, accompanied by music
- Handing over of the European Gymnastics flag to the next organiser
- The delegations march out.

At the closing ceremony the LOC of the next EUROGYM can present and promote his event (max. 5 minutes).

The closing ceremony is mainly a final “get together” and (once the official part is finished) a party for all the EUROGYM participants.

The concept of this final gathering with all the participants should be created by the LOC and involve (for example) the highlights of the week, a representation of some workshops, fun activities and games (example: look for your twin) ... The LOC must think about a festive programme that surprises the participants and creates an evening to remember!

The programme of the closing ceremony requires the approval of the TC-GfA.

Art. 14.1 Venue

The venue for the Closing Ceremony is the same as the one for the EUROGYM Gala.

Art. 14.2 Sound, Lighting, Screens and Flags

Professionally installed and controlled equipment (sound technician) must be provided, with CD and USB. Wireless microphones/headsets must also be available. Loudspeakers must be designed for good quality reproduction of speech and music. The sound level (music and announcements) must be lower than 80 dB at a frequency of 1.000 Hertz (Hz).

Professionally installed and managed lighting equipment must also be necessary to assure a good-quality event (light technician). The lighting during the ceremony must be discussed and agreed on with the TC-GfA.

Flags of all participating nations and signs with the name of each country, placed on the stage or another suitable place.

Volunteers are essential for the assembly, the ceremony, to help with equipment, etc.

Art. 15 Educational Forum

An Educational Forum for coaches must be held for the discussion of themes related to the EUROGYM programme. The programme is composed by the LOC in agreement with the TC-GfA.

The Forum must give educational opportunities for the group leaders, coaches and assistant coaches to learn about technical issues and share their own experiences. Participants must be encouraged to ask questions, to exchange experiences and to tell about their own countries. A certificate of attendance must be provided by the LOC.

The Forum is also open to people who are not participating in the EUROGYM. In that case the LOC can request a participation fee.

The topics must be discussed together with the TC-GfA. The subject of the presentations should be related to activities of GfA, fitness and health.

In every Forum there has to be a theoretical input followed by a practical demonstration or exercise. The lecture is given in English.

On the Internet a short overview of the speeches must be published prior to the event, or a precise description of the goals of the practical demonstration. Texts must be handed out or be available on a USB key or on Internet after the Forum.

A possible cooperation with a local University may be a way to promote and develop the Forum and to increase the quality of the event.

Volunteers must be present for technical support, for information and to help in case of emergencies.

Art. 15.1 Venue, Equipment

The LOC must provide an Auditorium for audio-visual presentations combined with a gymnasium or a practical area (at least a small area like a podium, where practical examples can be shown) with about 100 seats.

Another option is to have the Forum in the main hall so that the participants and group leaders can easily attend the Forum.

On each stage there must be a screen with projector. The texts, graphics and inputs must be well visible.

If the forum is orientated on practical topics, a well-equipped practice area and a small podium with approximately 30 seats is required.

Art. 16 Cultural and social activities

The joined activities for the participants include cultural activities (e.g. theatre, music, arts, etc.), and possibilities for social activities adapted to young people (e.g. music and gym parties) as well as social parties ("get together" parties during the event, especially after the opening and closing ceremonies) which are exclusively for accredited participants.

The cultural activities must be focused on local culture and can be a way of promoting the local tourism. The programme is composed by the LOC in agreement with the TC-GfA.

The social activities are a very important part of the EUROGYM festival. The LOC must provide an "Amusement area" for socialising opportunities between the participants during the entire event. The amusement area must be previously announced to the participants. Soft drinks and snacks may be sold at the amusement area. No alcohol!

The transport system must also include the social activities.

Excursions and cultural activities for participants may be provided by the LOC.

After the opening and closing ceremonies, a party with music and dance must be held near to the stage. The parties are recommended to be in suitable places near the other EUROGYM facilities.

Art. 17 Accommodation

Group accommodation is organised mainly in schools with sufficient sanitary facilities, and if possible with facilities for indoor and outdoor training.

A professional security service is necessary in every school 24 hours/day. A minimum of 2 persons per school should be available in case of problems of any kind.

The LOC will be providing accommodation for all participants in several schools, depending on the type of accommodation and the sizes of the schools.

Approximately 4 m² of space must be provided per person, recommended maximum 20 young people per classroom. Gyms can be used as a complementary solution. Other possibilities can be kindergartens, youth hostels, camping sites, sports hotels, etc.

Groups that have gymnasts and coaches from both genders must have the opportunity to stay in separate rooms. For security reasons, no other persons than the participants and security service can sleep/stay in the schools during the event.

Each group accommodation that is used, needs to have sufficient sanitary facilities (showers, toilets), based upon the number of people that will stay there during the event. The TC-GfA recommends 1 toilet per 30 participants and 1 shower per 25 participants. If these facilities aren't available in the accommodation itself (or if there aren't enough), the LOC must rent them in order to have the necessary number. The LOC also needs to make sure that the sanitary facilities are cleaned properly and in time (at least two times a day is necessary!).

Delegates, workshop leaders, European Gymnastics delegates, federation officials, etc. must be offered the possibility of staying in a hotel.

Participants must be told to bring their own sleeping mats and blankets. If possible, the LOC can also provide participants with sleeping mats and blankets against a small fee.

There must be an information board in every school (as well as in the catering hall), so that participants and leaders can read the latest news and useful information.

Direct bus transport to the schools must be arranged as needed and if possible. Participants must be given a map with the locations of the schools and sports halls.

Good teamwork between the LOC and the school supervisors is necessary, as the latter know the schools well, they can coordinate the daily cleaning and can solve problems directly.

Art. 18 Catering

Breakfast must be served in the schools each morning.

Lunch and dinner must be served in the main event facilities, where all the participants are together in one place (time, atmosphere). Sufficient indoor facilities must be provided. A local catering company can be engaged for this purpose.

Differential scheduling of the workshops is necessary in order to avoid queuing for lunch and dinner. In the catering area there must be multiple lines/places for distributing food. With a normal service you can serve 5 people per minute, which means 300 per hour per food line. However, it is important to take all the different aspects into account when defining the number of food lines: the number of volunteers, the number of plates/choices per line, the variety of food points (for water, salad, ...), the capacity of the hall, peak hours (after the workshops) ...

Different menus should be offered (at least one vegetarian alternative). Allergies also need to be taken into consideration. The LOC can ask for this specific information at the time of the definitive registration.

Simple and healthy food, which is easily recognisable by adolescents should reduce waste. We recommend the LOC to contact, prior to the event, local organisations (e.g. for the poor or homeless people) that like to receive the event's surplus food every day. The complete and definitive actual weekly menu must be provided in the event guide.

The LOC can choose between hot or cold meals when appropriate.

Mealtimes are the perfect opportunity to give participants and delegates information, because practically everybody attends (they also provide a chance to beam photos of the previous day's happenings onto a screen).

Participants must be given one free drink with each meal. Extra drinks should be paid for.

The cost of meals is included in the EUROGYM fee.

Art. 19 Transport

The LOC must provide information about local transportation and organise a local transport system to assure a good mobility of all participants.

This system can use the public transport and/or special transport. At the end of big shows there must be enough transportation for all participants.

A regular bus service must be guaranteed between the different event places, which will function from the start to the end of the activities. The participants must have easy access to the transport information. This information must be in written form.

Local transport is free of charge for all participants (included in the EUROGYM fee).

Art. 20 Miscellaneous

Official meetings and receptions with politicians, local authorities and press etc. must be previously scheduled on the weekly programme. Any changes must only be done with the agreement of the TC-GfA.

An official reception must take place at the festival for the Head of Delegations, LOC and European Gymnastics officials.

Art. 20.1 Behaviour and welfare of the gymnasts

The Member Federations are responsible for the behaviour and welfare of all adolescents during the whole stay in the host city. The LOC may ask the Heads of delegation to sign a code of conduct.

Art. 20.2 First aid and Health-accident insurance

First aid is requested at every venue in case of emergencies, with specialised staff and with fast access to a doctor. The LOC must also guarantee an easy access of the participants to the local health system, which has to be fully informed about the event and its number of participants.

The LOC must check during the accreditation process that participants have an adequate insurance in case of illness and accident.

The LOC has to offer an adequate insurance to participants who have no sufficient insurance; the resulting costs have to be paid by the participants. The insurance must cover medical costs during the stay at the site of the event and transportation costs back to the home of the person injured or fallen ill.

Art. 20.3 Obligation of the participating National Federations to assist at the Meeting with the Heads of Delegation / Team Leaders

The LOC and European Gymnastics provide very important information during this meeting.

It is mandatory for all Heads of Delegation/Team Leaders of the federations to attend. Unjustified failure to attend will result in a sanction against the federation of Euro 500.- payable to European Gymnastics. The LOC must include this information in the official information bulletins.

Art. 20.4 Daily meetings and Information Desk

Daily meetings with the Heads of Delegation must be organised. The participation of the Heads of Delegation is compulsory. Unjustified failure to attend will result in a sanction against the federation of a fine of € 250.-/per meeting payable to European Gymnastics. The LOC must include this information in the official information bulletins.

The LOC must provide an information desk for the participants and information boxes for each delegation leader at the secretariat of the event.

However, the LOC is also encouraged to use Internet/social networks to distribute information to groups in order to avoid to use too much paper.

Art. 20.5 Speeches of the European Gymnastics President or his/her representative and of the LOC representative

If the speeches are not held in English, the organiser must provide a translation into this language. Because it is the objective to have as many local spectators as possible,

the speeches should also be translated (if possible simultaneously onto a screen) into the language of the hosting country. Speeches should be no longer than 3 minutes.

Art. 20.6 Hoisting of the European Gymnastics flag with music

The European Gymnastics flag will have to be ordered from the European Gymnastics office in Lausanne. The size of the flag is 195cm x 595cm. Description of the fitting tools: the top of the flag (large of 195cm) finishes with an open-sided hem enabling the introduction of a wooden or metallic stick for its suspension.

Art. 20.7 Volunteers

English speaking volunteers are essential for the whole event: the assembly, the show, to help with equipment, etc.

Art. 21 Concluding Remarks

With regard to any questions not covered by these regulations, the European Gymnastics Statutes shall apply.

The present regulations were approved by the Executive Committee on December 1st, 2022. They come into operation on January 1st, 2023.

EUROPEAN GYMNASTICS

The President
Dr Farid Gayibov

The President TC-GfA
Hlif Thorgeirsdottir

Appendix 1

TIMELINE

Timeline prior to the event

36 months	The contract between European Gymnastics and the hosting federation is signed
20 months	Invitation to the NF
18 months	1 st European Gymnastics Task Force Meeting EUROGYM + invitation Info meeting
16 months	Bulletin 1
14 months	Info meeting for the NF
12 months	Notification of interest
10 months	Bulletin 2
8 months	Provisional registration + 10% participation fee Submit a budget to European Gymnastics
6 months	2 nd Task Force Meeting EUROGYM
5 months	Decision about the European Gymnastics Gala performances
4 months	Definitive registration + 90% participation fee
2 months	3 rd Task Force Meeting EUROGYM
1 month	Event Guide

Following the event

1 st of December	A final report (incl. final accounts) addressed to the European Gymnastics Authorities + hard disk of the Gala
-----------------------------	--

Appendix 2

EXAMPLES

SIGNAGE FOR THE LOCATION OF AN ACTIVITY



ROLLER MATS

