



IFAGG Competition Organizer Manual

Approved June 27th, 2023, by IFAGG Council

IFAGG owns these rules and has copy right of these rules.





IFAGG Competitions Organizer Manual

Contents

1. INTRODUCTION	4
1.1. Right to host the AGG competitions	4
1.2. Official international AGG competitions approved by the Council of IFAGG	4
1.3. Responsibilities of the Council	5
1.3.1. Judges of the competition	6
1.4. Competition Rules.....	6
1.5. Technical material for the competition.....	6
1.6. Duties and responsibilities of the competition organizing Federation/committee for IFAGG approved and sanctioned event.....	6
2. PREPARATION FOR COMPETITION	8
2.1. Announcement of the IFAGG competition	8
2.2. Sample schedule of the competition	8
2.3. Competition hall and surrounding areas.....	9
2.3.1. Competition hall.....	9
2.3.2. Competition area	9
2.3.3. Judging area.....	9
2.3.4. Music/sound technicians' area:.....	10
2.3.5. Media.....	11
2.3.6. Kiss and cry area.....	11
2.3.7. Warm up area	11
2.3.8. First AID area	11
2.3.9. Additional rooms and areas	11
2.4. Arrange before competitions	12
2.4.1. Accommodation/ meals/ local transport	12
2.4.2. Competition officials/ Staff	12
2.4.3. Additional staff	13
2.4.4. Technical equipment.....	13
2.4.5. Responsible official appointed by IFAGG – IFAGG Responsible Person	13
2.4.6. Security	14
2.4.7. Awards: Medals/Cups/Diplomas/Souvenirs.....	14
2.4.8. The brochure	14



IFAGG Competitions Organizer Manual

2.4.9. Bulletin.....	14
2.4.10. Copyright	14
3. DURING THE COMPETITION DAYS	15
3.1. Arrival	15
3.2. Accreditation (Athlete, coach, judge, officials - registration table).....	15
3.3. Welcoming meeting	15
3.3.1. Items needed and how to conduct the order of the competition DRAW.....	16
3.4. Official training for all A category competitions.....	16
3.5. Judges meeting	16
3.6. Judges draw	17
3.7. Opening ceremony.....	17
3.8. Preliminary competition.....	17
3.9. After Preliminary competition	18
3.10. Awarding ceremony.....	18
3.11. Closing ceremony.....	19
3.12. Gala performance.....	19
3.13. Banquet/ Closing dinner	20
3.14. Marketing and visibility of IFAGG	20
3.15. Obligations from Local organizing member.....	20



IFAGG Competitions Organizer Manual

1. INTRODUCTION

1.1. Right to host the AGG competitions

The IFAGG Council is responsible for establishing the IFAGG yearly competition calendar and sanctioning host federations. It is the responsibility of IFAGG to sanction professionally organized and safe competitions which provide optimal conditions for the athletes. IFAGG is also responsible for the development, implementation and monitoring of policies and procedures to ensure the effective management of all events hosted by IFAGG.

All IFAGG members in good standing have the right to host AGG International and national competitions.

There could be other events organized during the competitions:

- GENERAL ASSEMBLY - Always during the World Championships
- JUDGES COURSES or other
- EDUCATIONAL EVENTS

All other events must be agreed and coordinated between organizing committee and IFAGG Council

1.2. Official international AGG competitions approved by the Council of IFAGG

A category official competition approved by the Council					
A category Competition	Participants	Application method	Approval	Period of organizing	Publish invitation
World Championships	Women	Application period will be announced by the Council 2 years before the event	2 years before the event the General Assembly will vote and select the host Country	Every year	9 months before event
Junior World Championships	Juniors			Every year	
IFAGG Trophy	Mixed teams			Every year	
World Cup	Women	IFAGG Council selects dates for the next calendar year and open application period until March 31 st to all IFAGG members to apply	IFAGG Council select the applied IFAGG members and make the calendar until 30 st of June year before	4 times per year	min 4 months before event
Challenge Cup	Juniors			4 times per year	
ESUA competition	Women			1 time per year	
Continental competitions	Women Juniors			Every 2 years	min 6 months before competition
A cat. Competitions	Women Juniors			Possible every year	min 3 months before event



IFAGG Competitions Organizer Manual

B category official competitions approved by the Council					
B category Competitions	Participants	Application method	Approval	Period of organizing	Publish invitation
All additional required competitions related with A category competitions by IFAGG Council	All age categories All divisions	Apply in the same time as A cat. Competition - 31st of March	IFAGG Council approves the date, depending of A cat. Competition schedule	2 days before A cat. Competition	In the same time with A cat. competition
Other applied competitions approved by the Council, not related with any other IFAGG competition	Determined by the host country	Apply to IFAGG by 31st January the year before the event, after IFAGG Office has opened the application period	IFAGG Council will approve proposed dates depending on A category competition calendar	The host country may choose the dates, but it must be at least 2 weeks before or after any A category IFAGG competitions in the same Continent	Applications must be submitted by Jan 31st to appear on IFAGG upcoming year calendar

C category ONLINE official competitions approved by the Council					
C category Competitions	Participants	Application method	Approval	Period of organizing	Publish invitation
All additional required competitions related with A category competitions by IFAGG Council	All age categories All divisions	Apply to IFAGG office min 2 months before event	IFAGG Council approves the date, depending on IFAGG Competition calendar	Recommended to be 1 day if less the 35 teams, 2 days with more than 35 teams, one performance per team	2 months before event

1.3. Responsibilities of the Council

According to the IFAGG Statutes, the Council of IFAGG:

- Approves the dates for IFAGG official competitions.
- Opens the application periods to all IFAGG members to apply to host a competition.
- Approves the host Federations.
- Nominates the judge responsible for each A category competition at the beginning of the competition season
- Approves the official invitations before publishing deadlines.
- Nominates the A and B groups for the World Championships and Junior World Championships, based on criteria established and approved yearly by the Council



IFAGG Competitions Organizer Manual

1.3.1. Judges of the competition

The IFAGG Council is responsible for the judging licensing system and selection of judges for all major IFAGG competitions.

The IFAGG Council:

- Approves the judges for the World Championships, IFAGG Junior Championships, IFAGG Trophy, Continental competitions, World Cups, Challenge Cups and all A and B category competitions approved by IFAGG
 - Nominates the Judge Responsible, Responsible person and/or Superior Judges for each international competition approved by Council;
- Arranges judges' courses, educational events and judges' meetings in conjunction with IFAGG official competitions
 - * *All judges must to have a current, certified IFAGG International Judges license*
 - * *It is the judge's responsibility to cover all expenses related to judging duties (travel, accommodation, meals)*
 - * *Registration for all IFAGG official competitions must be made on the IFAGG website using the registration link created by IFAGG and published by the competition host country.*

1.4. Competition Rules

The Technical Committee is responsible for creating IFAGG competition rules in English language. Current Competition Rules are available for IFAGG members from the IFAGG International Secretary.

1.5. Technical material for the competition

The competition technical material package is provide in IFAGG web page.

The judge Responsible nominated by the IFAGG Council, is responsible for making sure that all technical materials are correct, up to date and delivered to the organizing committee by the IFAGG office and that the competition organizers are following all of the rules and using the correct materials plus making all necessary copies.

1.6. Duties and responsibilities of the competition organizing Federation/committee for IFAGG approved and sanctioned event

The organizing committee/ Federation (IFAGG member) must:

Respect the procedures, rules and regulations listed below:

- Use IFAGG manual guidelines for organizing IFAGG international competitions
- Pay the competition organizing fee to IFAGG (financial obligation) as defined in the IFAGG Policies
- Respect all IFAGG Rules and regulations including:
 - Statues
 - Competition Rules
 - Judges' rules and regulations
 - License rules
 - Advertising and Media rules
 - Anti -Doping rules
 - Medical rules



IFAGG Competitions Organizer Manual

- and subsequent decisions of the IFAGG Council
- Send the official competition results to IFAGG office (including detailed judges scores and a complete list of the judges within 24 hours after the event.
- Send the event report as soon as possible, but no later than 30 days after the event to the IFAGG office.

All organizers are required to use Online scoring and registration platform for all International official IFAGG competitions.

Organizers **could** use any online scoring and registration platform for:

- Online Preliminary registration;
- Online Definitive registration;
- Official Invitation (approved by the Council);
- Additional information and forms such as:
 - Visa form
 - Travel form
 - Meal form
 - Team background form
 - Accommodation form
 - Additional information
 - Information Bulletins for the competition
 - Other

Online scoring and registration platform is **required** for World Championships, Junior World Championships and IFAGG Trophy events using a tablet scoring system.



IFAGG Competitions Organizer Manual

2. PREPARATION FOR COMPETITION

Organizer of competition must sign the contract with IFAGG

The contract for the competition organization and circumstances must be signed a minimum of 8 months before World Championships & World Junior Championships *and 30% of the organizing fees must be paid a minimum of 6 months before the World Championship competition.* For other A-category competitions, the contract must be signed a minimum of 6 months before the competition *and 30 % of the organizing fees must be paid a minimum of 3 months before the competition.* For other B-category competitions, the contract is not needed *but 100 % of the organizing fees must be paid a minimum of 1 month before the competition.*

2.1. Announcement of the IFAGG competition

- Prepare the official invitation (Sample Competition Invitation template (approved by IFAGG) *(see Appendix 1).*)
- Establish event page on KSIS forum
- Send Invitation to IFAGG office for council approval (IFAGG logo must appear on invitation and all related documents.
- Ask IFAGG office to publish approved invitation on IFAGG web pages
- Publish IFAGG approved invitation on competition organizers webpage and other social media pages.
- Publish all approved documents/forms on online scoring and registration platform (invitation, accommodation, transportation, meal order, Tickets pre-sale form, Visa request form)

2.2. Sample schedule of the competition

DAY 1

- Arrival of delegations
- Accreditation
- Welcoming meeting and DRAW for Preliminary competition (Required for all A category competition) *(see Appendix 4)*

**In B category competitions is recommended to make the DRAW beforehand and publish the start order week before*

DAY 2

- Arrival
- Accreditation (for A category competitions)
- Official training by starting order (for all A category competitions) max 3 min per team

**In case of more than 25 teams altogether, there should be break between all categories*

DAY 3

- Judges meeting
- Opening ceremony
- Preliminary competition
- Draw for Finals *(see Appendix 4)*

DAY 4

- Judges meeting
- Finals
- Awarding ceremony



IFAGG Competitions Organizer Manual

- Closing Ceremony
- GALA (optional)
- Banquet/ Closing dinner

DAY 5

- Departure of delegations

***Host organization can also provide information of local sightseeing possibilities after the competition.**

2.3.Competition hall and surrounding areas

Set up for competition area: *(see Appendix 2 for sample set up)*

2.3.1. Competition hall

Minimum seating capacity for A category competition

**World Cup events it must be min 1000 seats
World Championships must be min 2000 seats**

2.3.2. Competition area

- The size of the competition carpet is 13x13 m including the borderline. The borderline must be marked clearly with coloured tape and be at least 5 cm wide. There must be additional 2 m free space around the carpet.
- Distance between carpet and judges' tables must be min 3 meters and distance between judges' tables and audience must be at least 1,5 meters plus there must be dividing barrier between judges' tables and audiences seating area.

2.3.3. Judging area

- It is recommended to have judges' tables arranged in 2 tier set up with min 12 chairs in each level
- Line judges - 2 chairs must be positioned in required opposite corners of the carpet. Line judges have to be provided with red flag, competition rotation/order list, pencil and tablet (if not using tablets -line judges forms)
- Time judges - 2 timers recommended (for WC & JWC 2 timers is requirement) to be provided with stopwatches for each timer; timing instruction sheet; competition schedule; rotations/order of competition
- For all A category IFAGG competitions requirement is to provide additional chairs for Judge responsible/Superior jury and secretary.

2.3.3.1. *Typical Judges' Table Set Up with 20 judges (Long program)*

AV-B 4	AV-A 3	AV-B 2	AV-A 1	TV SJ	EXE SJ	AV-B 1	AV-A 2	AV-B 2	AV-A 4
EXE 4	TV 3	EXE 2	TV 1	AV-A SJ	AV-B SJ	EXE 1	TV 2	EXE 3	TV 4



IFAGG Competitions Organizer Manual

2.3.3.2. Typical Judges' Table Set Up with min 13 judges (Short program)

AV4	EX4	TV3	AV3	EX2	SJ	TV1	AV1	EX1	TV2	AV2	EX3	TV4
-----	-----	-----	-----	-----	----	-----	-----	-----	-----	-----	-----	-----

Using or not tablets at least 3 runners (for each panel) is needed to bring panel judges score sheets to Head judge.

Additional seats for VIP, invited guests and IFAGG Council members must be arranged in designated area in close proximity to competition carpet.

2.3.4. Music/sound technicians' area:

***Sound system must be set up close to competition area**

Minimum requirements

Sub bass 18 inch – 1 400 W
Speaker 15 + 1,4inch or 15 + 2.0inch 750
Digital mixer console (Midas, Yamaha, Allen Heath)
Laptop
Wireless microphone

What's needed:

- 2 people who are familiar with the sound system and who will work closely with announcer and judge responsible
- Working back up system in place and ready for use plus CD player attached to sound system in case everything else fails.
- Participating countries national anthems
- Music arranged in competition order (Received in MP3 format from participating teams with registration package)
- Music for March in (opening and closing and award ceremonies)
- Background music (playing during the breaks)

Announcer

- 1 or 2 people needed who are familiar with announcing system, familiar with the sport of AGG, familiar with schedule and have a clear and strong voice.
- Being familiar with correct pronunciation of team names
- Being attentive to head judges signals during the competition
- Being able to fill break times with announcements etc.

What's needed:

- Table close to music/sound system
- Microphone
- Competition schedule
- Rotations list
- Announcement scripts
- Background information for all teams



IFAGG Competitions Organizer Manual

- Judges names and positions in the panels

2.3.5. Media

Approved by organizers media personnel will be provided a designated area around the competition carpet. Organizers will also provide other necessary information (competition schedule, rotations, team names etc.) and if requested by media gives them access to IFAGG council members for more information).

2.3.6. Kiss and cry area

- Seating arrangement (couches, chairs etc.) arranged not far from the competition carpet with 10-12 seat capacity
- Decoration and sample set up of the competition hall (*see Appendix 2*)

2.3.7. Warm up area

- For World Championship and Junior World Championship is required to have min 4 training carpets and additional space for warm up
- For A cat competition is required to have min 3 training carpets and additional not public space for warm up
- For any other B level competition is recommended to have 1-2 training carpets and additional space for warm up

2.3.8. First AID area

There should be special and visible place near to the warm up and competition area with access for all members of a team – gymnasts, coaches and others

2.3.9. Additional rooms and areas

2.3.9.1. *Sufficient number of dressing-rooms*

- marked with teams and country names or flag (preferably separate dressing rooms for each team)

2.3.9.2. *Accreditation and registration area*

- big enough, preferably close to entrance to the facility
- It is recommended to have separate areas/tables for:
 - Registration of the teams
 - Passport control
 - Music check
 - Payment check
 - Additional information

2.3.9.3. *Competition office*

Room with computers, printers, paper for printing, stationaries, sufficient number of printed judges sheets plus printed all other necessary documents for judges including: competition orders, rotation sheets etc.



IFAGG Competitions Organizer Manual

2.3.9.4. *Conference room*

Room size depending on the number of teams for:

- Welcome meetings, Draws and Educational meeting (if there is one)

2.3.9.5. *Judges room*

Big enough to accommodate minimum 24 + judges with refreshment area (min requirement is to provide judges during the competition with water, coffee, tea, snacks and lunch or dinner depending on the length of the competition).

2.3.9.6. *Room for doping control*

A place (including toilet) where possible doping controls can be done.

2.3.9.7. *Room for VIP's, guests*

Welcome meeting room could be used for his purpose. There should be refreshments and seating area with chairs or sofas. A volunteer should take care of VIP's -directing VIPs to VIP area in competition hall, answering questions, supplying competition brochures, competition order and any other necessary information. Also taking care of VIPs transportation if needed.

2.4. Arrange before competitions

2.4.1. Accommodation/ meals/ local transport

The host organizer could offer:

- Hotel Accommodation with different price range.
- Transportation from Airport to hotels and return
- Transportation from official hotel to competition venue during the competition days
- Meals during the competition days
- Tickets sale for spectators

The organizers must sign contracts with all local partners to protect host organization/IFAGG and participants

IMPORTANT

Competition invitation must include (see Appendix 1):

- Proposed official hotels (names, contact information)
- Costs for accommodation/meals/transportation
- Hotel reservation deadline
- Cancellation policy
- Method of payment
- Teams can also decide not to use proposed official hotels by organizers and in that case there will be not provided local transportation form the organizers

2.4.2. Competition officials/ Staff

- Competition director
- Accreditation office director
- Announcer(s)



IFAGG Competitions Organizer Manual

- Music / Sound Technicians – min 2 people
- Secretary
- Security– depend of hall space and all areas
- 2 Line judges
- 2 timers
- 1 volunteer for each warm up carpet and 1 for competition carpet
- Person responsible for opening/closing/awarding ceremonies
- Min 3 people assisting with judge papers during the competition
- Medical/First Aid (minimum 1 person)

2.4.3. Additional staff

- Attachés for each participating team (recommended in the WC)
- Ticket sellers
- Volunteers for venue set up and take down (decorators etc.) ([See Appendix 3 for full list of volunteers](#))

2.4.4. Technical equipment

- Computer and printers
- Separate computer with E-mail connection and phone
- Separate internet connection for scoring system
- Internet system for public
- Sound /Audio equipment
- Score display screens
- Copy machine
- DVD recording of competition by 1 camera with full carpet view. Full set of competition recording has to be sent after the competition to IFAGG office for educational purposes.
- Livestream for all A category competitions (for World championship and Junior World Championships is required (IFAGG covers the live stream expenses for World Championship and Juniors World Championship)
- Tablets and KSIS scoring system is used for World Championships and Junior World Championships)
- For all A and B category competition is recommended to use KSIS scoring system
- Competition organizers have to make arrangements with KSIS to use their scoring system

2.4.5. Responsible official appointed by IFAGG – IFAGG Responsible Person

- In World Championship, Junior World Championships, World Cups and Challenge cups IFAGG Council nominates Responsible person from IFAGG to supervise the competition and provide technical assistants if needed (official appointed person could be IFAGG President, Council member, judge responsible etc). During a competition, The IFAGG Responsible person evaluates if the LOC kept all competition organizing requirement, as written in the Competition Organizing Manuel. Post the competition, the IFAGG responsible person sends her/his competition organizing evaluation report to IFAGG

***IFAGG must sign Contract with organization (IFAGG member) for each official IFAGG sanctioned event**



IFAGG Competitions Organizer Manual

2.4.6. Security

The organizer must make sure that general and adequate security is guaranteed during the competition. (That's includes evacuation plan, possible emergency electricity plan. Host organizer must have their own liability insurance. Participants must have their own insurance and this must be stated on competition invitation form.

2.4.7. Awards: Medals/Cups/Diplomas/Souvenirs

Organizers of A Category competitions must provide:

- Participation diplomas (to all participants-gymnasts, coaches, choreographers)
- Gift from organizers (could be provided by sponsors)
- Cups/Trophies for winners (First, Second and Third place) in all categories and divisions
- Medals for 1st, 2nd, 3rd place winners in all categories and divisions

Medals have to be designed and ordered by organizers. Organizer will take care of the cost of awards except IFAGG will cover the cost of **Country ranking medals** for World Championships and Junior World Championships:

- 110 gold medals
- 220 silver medals
- 220 bronze medals

2.4.8. The brochure

Recommended for All A-category competitions and required for World Championships and Junior World Championships), *not mandatory, only recommended*

Sample Information in the brochure:

- Names of the teams and countries including names of the gymnasts, coaches and choreographers
- Profiles of participating teams
- Greetings from IFAGG (president or Vice president)
- Greetings from organizing country/city officials
- Competition schedule
- Short version of AGG Rules
- Naming the sponsors and supporters
- Table for tracking the results
- Acknowledgement of the organizing committee and any non-advertising sponsors.

2.4.9. Bulletin

The organizer is responsible to publish information bulletins. There could be more than one bulletin as more detailed information becomes available. These bulletin(s) should be published by no later than 30 days before the event on KSIS pages Bulletins could include information such as competition schedule, competition office opening hrs and location, accommodation information, local transportation information, information about opening and closing ceremonies, tickets purchase information, Gala performance information, social media info, live stream info etc.

2.4.10. Copyright

The organizer is responsible for the copyright fees of the music that is used in the competition. Every country has its own laws and agreements regarding copyright.



IFAGG Competitions Organizer Manual

3. DURING THE COMPETITION DAYS

3.1. Arrival

All delegations or members of delegations who applied and paid by the deadline for the local transfer from the airport/bus / train station, have to be picked up by local transportation providers organized by the LOC.

3.2. Accreditation (Athlete, coach, judge, officials - registration table)

Following information must be delivered to delegations as soon they arrive either at the airport/bus/train station or at accreditation desk:

Accreditation package to each athlete, coach and judge should include:

- competition schedule
- meetings schedule
- name tags
- local transportation schedule from hotels to competition venue and returns
- meals schedules (if offered)
- local sightseeing opportunities brochures
- loot bags/presents from organizers
- important information

At accreditation desk:

- sign in athletes and coaches according to the official registration master list and check proof of IFAGG membership
- sign in judges according to official registration master list and proof of IFAGG membership and licence payment
- sign in coaches according to official registration list (max 2 or 3 depending on total gymnasts registration number*)
- passport control (nationality of athletes and age)
- collect National anthems (if not received with final registration)
- sign in medical staff
- sign in Media/photographers
- proof of medical insurance
- make any payment (if needed)
- music check

*Extra accreditation could be provided for a certain fee agreed by IFAGG and published in the official invitation

3.3. Welcoming meeting

Room for this meeting should have enough space for max 2 members from each team to attend plus others delegation officials). It is recommended but not mandatory to provide refreshments during this meeting.

Order of welcome meeting:

- Welcome speech from IFAGG representatives
- Welcome speech from organizers
- General information from organizers
- Question and answer period for participants



IFAGG Competitions Organizer Manual

- DRAW (for A cat. Competitions) done by IFAGG and LOC officials

3.3.1. Items needed and how to conduct the order of the competition DRAW

- Team names each one marked on separate folded piece of paper
- Numbers (according to total number of teams) each number marked on separate piece of paper

Detailed explanation how to conduct the draw will be coordinated with IFAGG officials and LOC

Once the draw is finished

- correct order of the draw is announced verbally by responsible person for the draw
- printed and delivered to participating teams
 - published in KSIS forum

*For all B category competitions, the DRAW for the Preliminaries could be done by organizers before the competition, e-mailed to participating teams and published on KSIS forum and social media.

3.4. Official training for all A category competitions

Official training schedule will be delivered after the draw during welcome meeting.

Official training is done by starting order.

Order by categories for official trainings is:

- IFAGG Trophy (in World Championships)
- Junior teams
- Woman teams

All judges have to present during the official training sitting behind the judges' table. Organizers must supply judges with official training order.

3.5. Judges meeting

On the day of the Preliminaries and Finals meeting should be held 1 1/2 -2 hrs before the competition starting time. Judge Responsible decide the timing of judge meeting

For World Championships and Junior World Championships there are 2 possibilities

1. For 2 full panels is needed (total 16 + 16 = 32 judges) + Superior judge + Judge responsible) appointed by IFAGG
2. For 1 full panel total 16 judges + Superior judge + Judge responsible) appointed by IFAGG

Judges' meetings are conducted by competition Judge Responsible and IFAGG Responsible Person (responsible judge-appointed by IFAGG Council) and supported by organizing committee person responsible for judging organizing matters.

- All registered judges for the competition must be present
- During judges meetings judges will receive envelopes/folders with following contest:
 - Starting order
 - Draw of judges sheet
 - Judges work agreement and code of ethics sheet for signing
 - Evaluation forms (TV, AV-A, AV-B, EX)



IFAGG Competitions Organizer Manual

There should be separate envelopes marked:

- TV1, TV2, TV3, TV4, **SJ TV**
- AV-A1, AV-A2, AV-A3, AV-A4, **SJ-AV-A**
- AV-B1, AV-B2, AV-B3, AV-B4, **SJ-AV-B**
- EXE1, EXE2, EX3E, EXE4, **SJ EXE**
 - Execution envelopes should also include blank paper sheets)
- Each envelop should have exact number of evaluation sheets according to number of teams competing plus 2 extra sheets.
- Head judges for each panel will also have in their envelopes judges scores summary sheets

3.6. Judges draw

What is needed:

- Min 20 identical items (postcards, figurines, or just papers) on reverse marked TV1, TV2, TV3, TV4, AV-A1, AV-A2, AV-A3, AV-A4, AV-B1, AV-B2, AV-B3, AV-B4, EXE1, EXE2, EXE3, EXE 4
- Several empty identical items (used blank position)
- Empty non transparent box (or tray)
- First Head judges are drawn and then panel judges

****Depend on the number of Judges and panels, responsible judge for the competition will prepare with LOC the exact order how the DRAW will be conducted.**

3.7. Opening ceremony

It is recommended that the following order be used for the opening ceremonies:

1. Assemble teams in warm up area by countries in alphabetical order placing host country teams last to march in.
Note: first team competing is excused from attending the opening ceremonies
2. Assemble judges in warm up area by judging panels order TV, AV-A, AV-B, EX
3. March in of teams. Each team lead by competition volunteer (usually young gymnasts all dressed in the identical uniforms) carrying team and country name signs
4. Speeches
5. Welcome from local dignitaries
6. Welcome from meet director
7. Welcome and official opening of the competition by IFAGG President or if not available by Vice president or other Council member.
8. Reciting of athletes' oath (gymnasts to recite the oath selected by host country)
9. March out of competitors
10. March in and introducing of judges (by names and country)
11. Reciting the oath of judges (judge selected by the judge responsible)

Note: Introducing of judges could be also done just before the competition once the judges are already in their judging positions.

3.8. Preliminary competition

After the first team in each category, there will be short judges meeting.

If needed the organizer can provide some short performance number to fill the empty time for audience with activity.



IFAGG Competitions Organizer Manual

3.9. After Preliminary competition

12 best teams, 2 per country will qualify for finals.

Draw for finals is done right after the preliminaries at World Championships, Junior world Championships, IFAGG Trophy, World Cup, Challenge Cup, Continental Championships, Student Championships.

- First part of the DRAW from teams ranked from 7 to 12 place , starting number from 1 to 6
- Second part of the DRAW from teams ranked from 1 to 6 place, starting numbers from 7 to 12

Right after the draw finals order is officially announced, printed and distributed to teams and posted in KSIS and social medias.

In other competitions it can be also the reverse order from the result list of the preliminaries so the first on preliminary will execute the last in the finals. The responsible judge, Superior Judge, IFAGG official and the director of the competition together will decide either draw or reverse order **before the preliminaries**.

3.10. Awarding ceremony

March in of all participating teams (in the same order as for Opening ceremonies) host volunteers carrying team and country name signs leading each team to their positions. Athletes should be dressed either in competition leotards or team tracksuits. Once in position, athletes could be seated or remain standing in their positions.

Announcement order:

A category competition	B category competition
IFAGG Trophy	1. Short program
Junior category	2. Mixed teams
Women category	3. Long program
Country ranking Juniors/ Challenge cup Finals	As follow:
Country ranking Women/ World cup Finals	Children 8-10
	Children 10-12
	Children 12-14
	Juniors
	Women

Awards are to be presented in Olympic order:

- winner of bronze medal
- winner of silver medal
- winner of gold medal
 - Awards are presented once all medallists are on the podium
 - Gold medal winners also receive AA trophy. This is presented last once the medals are presented.
 - Announcer will ask the audience to stand up as Gold medal winner team national anthem is played and flags of gold, silver and bronze medal winners are raised.



IFAGG Competitions Organizer Manual

NOTE: The LOC must ensure the availability of the equipment to hoist the flags. They should also take into account the possibilities for ties (more than one single flag per rank). All flags must be of equal size. A sufficient number of trained staff must be provided by the LOC to tie up and hoist the flags.

Awards (medals) should be organized on trays to facilitate presentation. 3 volunteers dressed in the unified outfits (F.Ex. long or short skirts and leotard or t-shirts or host country national folklore outfits, etc.) will carry the medal trays.

Also presents and flower bouquets (from organizers (if any) are presented the last.

A sufficient number of volunteers should be available to present the presents and flowers. This is needed to make the presentation process fast, organized, and professional.

It is recommended to provide a background musical accompaniment for the Award Ceremony.

- Awards presenters should be informed beforehand of the protocol for presentation
- Awards could be presented by VIP guests, IFAGG officials, host country/city officials
- Selection of VIPs as presenters and a good announcer(s) are important and can enhance the quality of awards presentations.

The awards ceremony is the time to recognize the athletes' accomplishments. This is an event for them of great significance and importance. The awards ceremony should therefore highlight the athletes and should be a subject to a certain amount of showmanship.

3.11. Closing ceremony

At the conclusion of the competition, the following announcements/presentations may be made:

- Remarks from the Meet Director
- Special awards or gifts to/from Organizing committee members
- Official closing declaration by IFAGG president
- Athletes march out

Official scores (signed by Head judges) are posted on social media.

Full copy of scores is sent and delivered to:

- All participating teams
- IFAGG office
- IFAGG president
- All the judges
- TC Chairperson
- ET Chairperson

3.12. Gala performance

Recommended before awarding ceremony

- Performance numbers selected from participating teams and local athletes. Special guest performers could be also invited by organizers (local city dancers, singers, gymnasts, circus artist, folklore or native groups etc.)
- Performance numbers from participating teams are requested beforehand during the registration time.
- Length of the Gala performance should not be longer than 60 minutes



IFAGG Competitions Organizer Manual

3.13. Banquet/ Closing dinner

- Not mandatory but recommended
- Organized by host country
- Attendance fee collected during the registration time from participating teams, coaches.
- Invited guests, VIPs and judges are usually by invitation
- Full 3 course dinner or buffet style meal is served.
- There could be also some entertainment and music provided.

3.14. Marketing and visibility of IFAGG

IFAGG logo must be displayed on all marketing materials like posters, invitations, brochures, bulletins, etc. Official IFAGG logo, rollups and any other IFAGG advertising materials can be obtained from IFAGG office. After the competition IFAGG materials (banners, rollups etc.) have to be sent back to IFAGG office. IFAGG will cover mailing expenses.

If the competition is broadcast, IFAGG must get the same logo visibility as all other sponsors or partners.

Negotiations are done between organizers, IFAGG and sponsors / partners about visibility and other specific matters.

APPENDIXES

1. *Competition invitation template*
2. *Competition Hall set up(+decoration)*
3. *Organizing committee structure and volunteers list*
4. *Draws for Preliminary and Final competition*

3.15. Obligations from Local organizing member

IFAGG member is signed a contract with the IFAGG and was obliged to fulfill the requirements written in this manual. If IFAGG member does not meet the requirements for holding a competition, it will not be entitled to hold an A-category competition next year.