

**29th UEG EUROPEAN CHAMPIONSHIPS
TEAM COMPETITION WOMEN ARTISTIC GYMNASTICS
May 9th - 13th 2012, Brussels - Belgium**



DIRECTIVES

Dear President,

We are pleased to provide you with the directives for the 29th UEG European Women's Artistic Gymnastic Team Championships, Juniors and Seniors .

These Championships will be organized following the 2011 UEG Statutes, the 2009 Technical Regulations, the 2012 Code of Points as well as all other Rules, Regulations and Guidelines valid starting January 1st 2012 and onwards.

ORGANIZING COMMITTEE

European Championships Brussels 2012
Team competition Women Artistic Gymnastics

Organizing Committee
Royal Belgian Gymnastics Federation
Avenue de Roodebeek 44
1030 Brussels
Belgium

Tel.: +32 (0)9 243 12 22

Fax: +32 (0)9 243 12 29

Email: info@brusselsgymnastics2012.com

Website: www.brusselsgymnastics2012.com



COMPETITION VENUE

Brussels Expo
Hall 7 and 11
Place de Belgique 1
1020 Brussels

Website: <http://www.brusselsexpo.be>
Venue capacity: 5000 seats



PROVISIONAL SCHEDULE

This is a provisional schedule, it is still subject to change!

Friday, 4th of May	Arrival UEG - WTC
Saturday, 5 th of May	Arrival delegations & D-judges <ul style="list-style-type: none"> ▪ Training sessions - from 15h00 on request
Sunday, 6 th of May	Arrival delegations <ul style="list-style-type: none"> ▪ Training sessions ▪ Meeting and instructions D1 & D2 judges ▪ Judges' instruction and judges' draw for CI juniors, seniors and CII juniors ▪ Orientation Meeting starting at 20h00
Monday, 7 th of May	Podiumtraining Juniors starting at 9h30 <ul style="list-style-type: none"> ▪ Training sessions
Tuesday, 8 th of May	Podiumtraining Seniors starting at 10h00 <ul style="list-style-type: none"> ▪ Training sessions ▪ Press Conference
Wednesday, 9 th of May	Opening ceremony <ul style="list-style-type: none"> ▪ Qualification Juniors starting at 9h30 ▪ Training sessions
Thursday, 10 th of May	Qualification Seniors starting at 10h00 <ul style="list-style-type: none"> ▪ Training sessions
Friday, 11 th of May	AA-final Juniors starting at 19h00 <ul style="list-style-type: none"> ▪ Training sessions
Saturday, 12 th of May	Judges' draw for CIV seniors and CIII juniors & seniors <ul style="list-style-type: none"> ▪ Team final Seniors starting at 15h00 ▪ Training sessions
Sunday, 13 th of May	Apparatus finals Juniors starting at 09h30 <ul style="list-style-type: none"> ▪ Apparatus finals Seniors starting at 14h00 ▪ Closing ceremony ▪ Farewell party
Monday, 14 th of May	Departure delegations

ACCREDITATION - PASSPORT PHOTO

ACCREDITATION

The price for accreditation is included in the price for accommodation.

Delegations who don't book their accommodation through the OC pay a fee of € 150 per accreditation. Please note that this accreditation doesn't include any transportation, meals and farewell banquet. At the time of the Nominative Registration (18.04.2012) all fees must be paid to the OC.

Each delegation will be taken to the accreditation desk upon arrival.

The following items will be checked there:

- Total payment of accommodation
- Insurance - every delegation member needs a valid insurance
- Music for floor exercise
- National anthem and national flag
- Transport - Departure
- Your accreditation badge

PASSPORT PHOTO

Together with the nominative registration, the delegations must forward one passport photo of each delegation member to the organizing committee. The passport photos are accepted digital format only and must be sent directly to the OC.

The specification of the photo should be as follows:

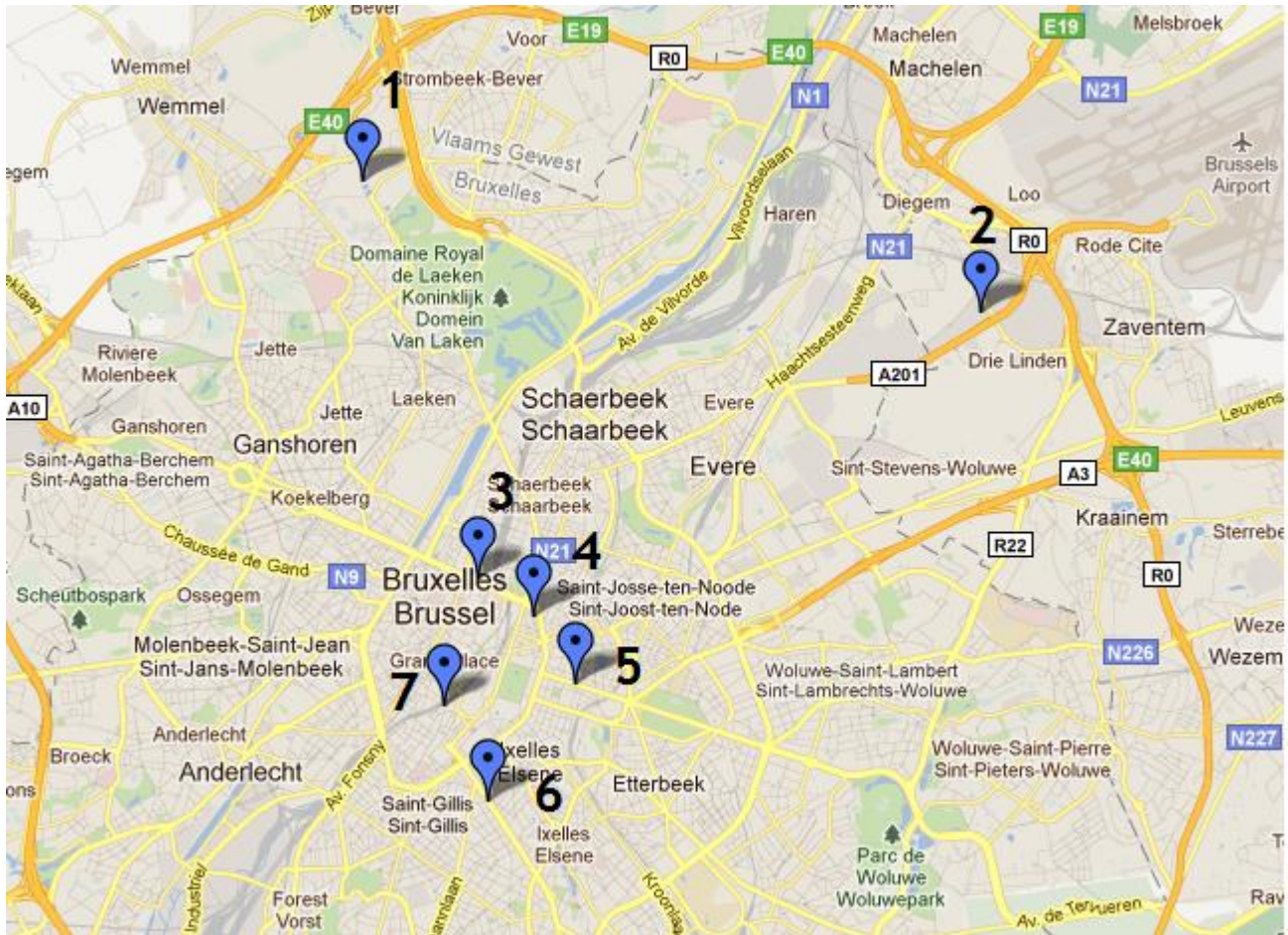
- File format: .jpg or .jpeg
- Dimensions: min. 210 X 270 pixels, max. 420 X 540 pixels (width X height)
- File size: not bigger than 150kb
- File name: NOC_Surname_Firstname (eg BEL_Surname_Firstname.jpg)

Please forward the passport photo as soon as possible, but no later than April 18th 2012. An earlier receipt would be much appreciated. If a photo has to be taken in Brussels because none has been sent, there will be a charge to the federation of € 15 per person.

FIG-LICENCES

Only gymnasts in good standing with the correct age and holding a valid FIG License may participate. The Organizing Committee will be responsible for checking the validity of the gymnasts' licenses. No gymnasts will be accepted without a valid FIG License.

LOCATION OF THE HOTELS AND THE VENUE



1. Brussels Expo
2. Thon Brussels Airport
3. Thon Brussels City Centre
4. Auberge de jeunesse J. Brel
5. Thon Hotel UE
6. Thon Bristol Stéphanie - Official UEG Hotel
7. Auberge de jeunesse Bruegel

ACCOMMODATION

The Organizing Committee has reserved allocations for official delegations in the following hotels.

To book these official hotels, please complete the attached **accommodation form** and return it to the organizing committee **by February 9th 2012**. For bookings made after February 9th 2012 an increase of 10 percent will be charged.

The allocations in the hotels are limited and all reservations will be allocated strictly in order of booking.

The **nominative accommodation form** has to be returned to the organizing committee by **April 18th 2012**. Please submit your room requests to the organizing committee as soon as possible.

These special rates are available only through booking with the organizing committee and they include the **shuttle service** upon arrival and departure as well as between the hotels and the training/competition venue.

Shuttle service will only be available for delegations who book the accommodation through the organizing committee!

The price for accommodation includes also **accreditation and banquet**.
All rates include VAT and service charge.

Hotel category I : ****	
Thon Bristol Stéphanie - Official UEG Hotel Avenue Louise 91-93 1050 Brussels Belgium	
Price per person/per night incl. breakfast, lunch and dinner in single room	€ 220,00
Price per person/per night incl. breakfast , lunch and dinner in double room	€ 165,00
Price per person/per night incl. breakfast, lunch and dinner in triple room	€ 155,00

Hotel category II : ****	
Thon Brussels City Centre Avenue du Boulevard 17 1210 Brussels Belgium	
Thon Hotel UE Rue de la loi 1000 Brussels Belgium	
Price per person/per night incl. breakfast, lunch and dinner in single room	€ 210,00
Price per person/per night incl. breakfast , lunch and dinner in double room	€ 160,00
Price per person/per night incl. breakfast, lunch and dinner in triple room	€ 150,00

Hotel category III : ***	
Thon Brussels Airport Berkenlaan, 4 1831 Diegem Belgium	
Price per person/per night incl. breakfast, lunch and dinner in single room	€ 190,00
Price per person/per night incl. breakfast , lunch and dinner in double room	€ 145,00

Hotel category IV : Youth Hostel	
Auberge de jeunesse J. Brel Rue de la sablonnière 30 1000 Brussels Belgium	
Auberge de jeunesse Bruegel Heilige Geestraat 2 1000 Brussels Belgium	
(no dinner included)	
Price per person/per night incl. breakfast and lunch in double room	€ 100,00
Price per person/per night incl. breakfast and lunch in triple room	€ 95,00
Price per person/per night incl. breakfast and lunch in 4-persons room	€ 90,00
Price per person/per night incl. breakfast and lunch in 6-persons room	€ 90,00
Price per person/per night incl. breakfast and lunch in 8-persons room	€ 90,00

MEALS

HOTEL CATEGORY I - II - III

The price for meals are included in the price of each hotel booking.

Breakfast and dinner are offered in the **hotels**. **Lunch** is offered in the **competition venue**.

Breakfast: is offered daily from 6:30 to 10:30 in the official team hotels.

Lunch: is offered daily from 11:00 to 15:00 in the competition venue.

Dinner: is offered daily from 18:00 to 23:00 in the official team hotels.

HOTEL CATEGORIE IV (youth hostel)

The price for breakfast and lunch is included in the price of each youth hostel booking. Dinner isn't included in the price for meals.

Breakfast is offered in the **youth hostel**. **Lunch** is offered in the **competition venue**.

Breakfast: is offered daily from 7:00 to 9:00 in the official team hotels.

Lunch: is offered daily from 11:00 to 15:00 in the competition venue.

TRANSPORTATION

TRANSPORTATION TO BRUSSELS

The travel to Brussels will be at each delegation's own expenses. The OC strongly recommends that each federation takes a cancellation insurance for its transportation.

Accredited delegations who will stay in one of the official hotels, and who book their accommodation through the Organizing Committee and who will return their **Travel Schedule Form** (arrival and departure) by **April 18th 2012** will be provided with a shuttle service from the Brussels airports or Brussels train station Brussels-Midi (Zuidstation) to the official hotels and back.

Federations who do not book their accommodation through the organizing committee will not be entitled to use the transportation system.

Delegations who book their tickets through Brussels airlines can get a reduction for flights starting from 4 may until 15 may (travel classes B-flex economy and B-light economy). More information about this reduction and procedure will be provided in the next newsletter.

TRANSPORTATION HOTELS - TRAINING/COMPETITION VENUE

The organizing committee provides 3 bus lines.

The time of transportation between the hotels and the training hall/competition venue will take about 45 minutes.

- Bus line A: (distance 11 km)
Hotel Thon EU - Youth Hostel (Auberge de Jeunesse) Breughel - Brussels Expo
- Bus line B: (distance 8km)
Youth Hostel (Auberge de Jeunesse) J. Brel - Hotel Thon City Centre - Brussels Expo
- Bus line C: (distance 16 km)
Hotel Thon Airport - Brussels Expo

Federations who do not book their accommodation through the organizing committee will not be entitled to use the transportation system.

FINAL BANQUET

Delegations that book their accommodation through the OC are invited to the Final Banquet. Extra tickets for the banquet can be ordered on the spot.

PAYMENT FOR ACCOMMODATION

PAYMENT

All payments for the hotel bookings must be made by bank transfer to:

Bank name: KBC Potuit - 9040 Ghent (Belgium)
Account holder: Gymsport VZW
Zuiderlaan 13
9000 GENT
IBAN: BE34 4428 0338 9190
SWIFT/BIC: KREDBEBB

Your federation must cover **all bank fees** in connection with the bank transfers.

Please state the name of your federation and the payment purpose on the transfer. All payments must be made in EUR.

The prepayment of 50% of the total cost of your accommodation must be made by: **February 9th 2012**
The final payment of the remaining 50% for your accommodation must be made by: **April 18th 2012**

Accommodation bookings without the payment of 50 % costs will be considered as invalid and will be cancelled by the Organizing Committee.

CANCELLATION POLICY

The Organizing Committee strongly recommends you to take a cancellation insurance for your delegation.

Cancellation costs hotel booking:

Starting from: February 9 th 2012	- until: March 31 st 2012	Cancellation costs: 50% hotel booking
Starting from: April 1 st 2012	- until: April 17 th 2012	Cancellation costs: 75% hotel booking
Starting from: April 18 th 2012		Cancellation costs: 100% hotel booking

VISA

Please verify as soon as possible with the Belgian embassy / consulate in your country if your delegation needs a visa for travelling to Belgium. We will be pleased to assist you with an official invitation letter. In order to receive it please complete the **Visa Request Form** and return it to us **by February 9th 2012**.

INSURANCE

The Host Federation, the Organizing Committee and the UEG 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 against illness, accidents and for repatriation for all the members of their delegation. The Organizing Committee 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 organizing committee in advance.

The OC will subsequently offer insurance at the Federations own charge as follows:

€ 5 per person/day with a minimum of € 50 per contract.

For booking this insurance coverage, please complete the **Insurance Request Form** and return it to us **by April 18th 2012**.

WARM-UP & TRAINING HALL

Hall 7

4 sets (3 sets training and 1 set warming up), each set exists of:

- 1 floor
- 1 vault
- 2 uneven bars
- 2 beams
- 1 warm-up zone

COMPETITION HALL

Hall 11

- 1 floor
- 1 vault
- 1 uneven bars
- 1 beam

EQUIPMENT

The manufacturer supplier will be Janssen-Fritsen.

DEADLINES

Accommodation Booking Form	February 9 th 2012
VISA Request Form	February 9 th 2012
Payment of first 50%	February 9 th 2012
Travel Schedule Form	April 18 th 2012
Nominative Hotel Form	April 18 th 2012
Insurance Request Form	April 18 th 2012
Passport photo for accreditation	April 18 th 2012
Payment of second 50%	April 18 th 2012
Payment accreditations	April 18 th 2012
Cancellation costs hotel booking	February 9 th 2012 - March 31 st 2012: 50% April 1 st 2012 - April 17 th 2012: 75% From April 18 th 2012: 100%