

Annex

Framework Conditions

IRV World Championships

This document presents the General Framework Conditions for Wheel Gymnastics World Championships.

Content

- 1 Time Frame**
- 2 Accommodation**
- 3 Food**
- 4 Competition Hall**
 - 4.1 Additional Rooms**
 - 4.2 Equipment**
- 5 Wheels and other apparatus**
- 6 Award Ceremonies**
- 7 Opening Ceremony**
- 8 Local and IRV Personnel**
- 9 Invitation to participating countries**
- 10 Press and Marketing**
- 11 General Information**
- 12 Annex: Personnel Requirements**

1 Time Frame

The Time Frame for the official events within the World Championships comprises six days (4 days competitions + two days of official side events). The dates for the championships should include the Ascension Day holiday. Other dates desired by the organiser will be taken into consideration where possible. Included in this Time Frame are the following competitions and official side-events:

Competitions Gym-Wheel:

- Seniors All Around Qualification
- Seniors All Around Final
- Seniors Individual Disciplines Final
- Juniors All Around
- *Juniors All Around Final* (in process of planning)*
- Juniors Individual Disciplines Final

Competitions Cyr-Wheel:

- Seniors All Around
- Seniors Individual Discipline Final

Official Side-Events:

- Opening Ceremony (arranged and planned by the organiser)
- Welcome Reception of Delegations (arranged and planned by the organiser)
- Delegation/Competition Meeting (arranged and planned by the IRV)
- Judging Seminar (arranged and planned by the IRV)
- IRV General Assembly (arranged and planned by the IRV)
- Farewell-Party (arranged and planned by the organiser)

The World Championships usually start with the arrival of the delegations on Sunday/Monday of the event week. The first official events take place on Monday (General Assembly, Opening Ceremony) or on Tuesday (Judging Seminar/General Assembly/Opening Ceremony), followed by four days with competitions (Wednesday/Thursday/Friday and Saturday). The World Championships end with the last competitions (individual finals) and the Farewell-Party on Saturday. Sunday is departure day.

Day	Competitions/Official Events
Sunday	Arrival of Delegations
Monday	Training, Arrival of Delegations, General Assembly, Opening Ceremony (or Tuesday)
Tuesday	Training, Judging Seminar, Opening Ceremony (or Monday)
Wednesday	All Around Seniors Qualification
Thursday	All Around Cyr, All Around Juniors Qualification
Friday	<i>All Around Juniors Final*</i> , All Around Seniors Final, Cyr Final
Saturday	Individual Finals Juniors, Individual Final Seniors, Farewell Party
Sunday	Departure

Note: The order of events as described above shows the most likely succession but may be changed by the IRV if necessary.

2 Accommodation

In addition to a sufficient number of hotel rooms, cheaper quarters (e.g. youth hostel, school accommodation etc.) with e.g. dorms or multi-bed rooms should be made available. The cost of the "cheaper" alternative or respectively of the Accommodation & Food Packages must be negotiated with the IRV and should range within a reasonable price level.

The organiser is responsible and pays for providing suitable hotel accommodation for the IRV Board members and members of the Technical Commission (for number of IRV personnel see extra Annex "Personnel Requirements").

3 Food

The organiser should provide a Full Board Service within the Competition Hall or in close proximity. In combination with the accommodation mentioned above the organiser should offer "Accommodation and Food"-Packages (see also point 2 Accommodation) for the delegations and fans that differ in length and price. The organiser must ensure that the food times are variable enough to match the event schedule.

4 Competition Hall

Sports hall or other hall with sprung floor and a PVC or parquet floor surface (Other floor surfaces only after approval by the IRV Competitions Officer). The size of the floor should have a minimum of 27m x 45 m. The hall should have a seating capacity of approximately 600 to 1200 people.

It would be nice to have a separate warm-up hall.

4.1 Additional Rooms

a) **Competition Office:**

The local organiser must provide a reasonably sized competition office with tables, chairs, electrical sockets, an **efficient photocopier** (with reserve machine available) and **enough paper** to feed the machine. If possible, there should be direct access from the competition office to the competition hall.

The competition office and its equipment is solely for the use of the competition committee and those who are handling the competition scores.

b) **First Aid Room:**

There must be a first aid room with first aid equipment: table, chair, stretcher. The local organiser must have at least two qualified first aid staff (including relevant equipment) on duty during warm-up and competition. The local organiser must make sure that ice bags and similar first aid equipment for immediate use in the sports hall are available at all times.

c) **Changing Rooms competitors:**

There must be separate male/female changing rooms and showers for the competitors.

d) **Changing Rooms judges:**

There should be two changing rooms for the judges + one room for judges and/or competition jury meetings

e) **IRV Meeting Room:**

There should be a meeting room for the IRV Board and Technical Commission

4.2 Equipment in the Competition Hall

- a) The following number of chairs and tables must be available for the judges and competition officials.

Judging panels

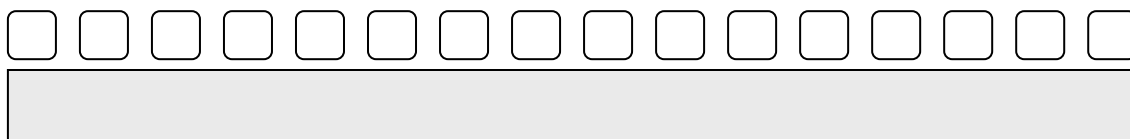
- Straight-line with music:	10 seats
- Straight-line without music:	6 seats
- Spiral:	6 seats
- Vault:	6 seats

Other:

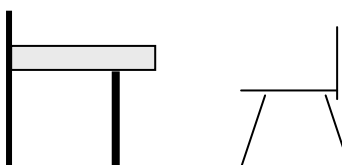
- Competition committee:	4 seats
- Scoring officials:	2 seats
- Competition announcers:	2 seats

The tables and chairs are set up in a row. All the tables must be covered and there should be a 15-20 cm screen at the edge of the table. During the All Around competition the tables for the judging panels are placed alongside the relevant competition area. For the finals (individual and team) the tables are in one long row (see below).

Seen from above:



Seen from the side:



In addition to the above mentioned number of chairs, there must be an extra 10 chairs in reserve (e.g. for the judges at the spiral competition areas).

- b) There must be a multiple electricity source at one end of the row of tables.
- c) There must be a projector with screen to show the scores (or at least scoreboards for each competition area) and information for the spectators. Helpers to operate the scoreboards must be provided by the local organiser.
- d) A good quality microphone/PA system must be available for the **announcer**. Important: It must be possible to hold the opening and closing speeches as well as award ceremonies from the middle of the hall (using an extension cable or cordless microphone). There should be at least two microphones in the hall.
- e) There must be a good quality **sound system (computer – mp3 files)** for the marching in music and the straight-line routines to music. Helpers to operate the music must be provided by the local organiser.
- f) There must be two portable **mp3 CD players + extra backup players** for warm-up (straight-line to music). Helpers to operate the music during warm-up must be provided by the local organiser.

- g) **The competition hall should be suitably decorated/equipped for the occasion, e.g.:**
- Banner with the name of the event
 - Plants
 - Flowers
 - Flags of all participating nations
 - The competition area should be cordoned off from the spectators.
 - For the individual finals there must be a central 'resting area' (chairs, sofa), where the gymnasts go to wait for the score after the end of their routine. This area should be suitably decorated (e.g. flowers, plants, name of the event, IRV logo, space for sponsors, etc ...).
 - A plan for the competition areas will be provided by the IRV Competitions Officer.
 - The wheels should not be in the competition hall during the competition.
 - If there is no warm-up gym (or similar) or suitable apparatus store rooms, the wheels must be kept behind a screen, curtain or similar.
 - If possible, participants should be able to warm up in a separate sports hall. If this is not possible, the warm-up area must also be screened off from the competition area (see previous point).
 - There must be sufficient seating available for the participants and their coaches/delegation leaders.

5 Wheels and other Apparatus

- a) The local organiser is responsible for providing a sufficient number of normalised-wheels. The following sizes and numbers are usually needed:

1,80m = 1x	1,85m = 1x	1,90m = 2x	1,95m = 2x	2,00m = 3x
2,05m = 3x	2,10m = 3x	2,15m = 3x	2,20m = 3x	2,25m = 3x
2,30m = 3x	2,35m = 2x	2,40m = 2x	2,45m = 1x (if possible)	

The exact number and sizes of wheels needed will be communicated to the local organiser by the IRV Competitions Officer immediately after the registration deadline.

- b) Participants are only permitted to use their own wheels in competition after consultation with the IRV Competitions Officer.
- c) In addition to the wheels, two **identical vault stations** are needed for training and competition. Each vault station consists of two crash mats (these **must not be trodden through**) and two **landing mats the same size as the crash mats**. The size of the crash mats mustn't be smaller than 3,00m x 2,00m x 0,30m (length x width x height). There should also be at least four smaller gym mats in the sports hall.
- d) If the local organiser borrows wheels (e.g. from other clubs), it is recommended to take out a third party insurance or to check that the club insurance will cover possible damage to the apparatus.
- e) The local organiser will be informed if there is a need for other apparatus (in addition to wheels and crash mats).

6 Award Ceremonies

The IRV is responsible for the award ceremonies and provides a detailed Award Ceremony storyboard. The following general guidelines apply to all award ceremonies:

- An award ceremony podium must be set up after the end of each competition. The podium must be decorated according to the occasion.
- Suitable music must be available for the participants to march in and out.
- The local organiser should invite sponsors, guests of honour etc. to hand over the medals and diplomas
- The local organiser must have the national anthems of all participating nations available (mp3)

a) The following awards are provided by the IRV and/or the local organiser

Competitions Gym Wheel	Provided by IRV	Provided by local organiser
Senior All Around Competitions (2)	Medals for 1st – 3rd place	Trophies for 1st – 3rd place (1 x women)
	Certificates for all gymnasts	Trophies for 1st – 3rd place (1 x men)
Senior Individual Finals (6)	Medals for 1st – 3rd place	Trophies for 1st – 3rd place (3 x women)
	Certificates for all gymnasts	Trophies for 1st – 3rd place (3 x men)
Junior All Around Competitions (2)	Medals for 1st – 3rd place	Trophies for 1st – 3rd place (1 x junior girls)
	Certificates for all gymnasts	Trophies for 1st – 3rd place (1 x junior boys)
Junior Individual Finals (6)	Medals for 1st – 3rd place	Trophies for 1st – 3rd place (3 x junior girls)
	Certificates for all gymnasts	Trophies for 1st – 3rd place (3 x junior boys)
Competitions Cyr Wheel	Provided by IRV	Provided by local organiser
All Around Competitions (2)	Medals for 1st – 3rd place	Trophies for 1st – 3rd place (1 x women)
	Certificates for all gymnasts	Trophies for 1st – 3rd place (1 x men)
Individual Finals (2)	Medals for 1st – 3rd place	Trophies for 1st – 3rd place (3 x women)
	Certificates for all gymnasts	Trophies for 1st – 3rd place (3 x men)

b) The following numbers of trophies are needed

Gym Wheel Competitions	Number of Trophies
Senior All Around Competitions	3 trophies (1st place, 2nd place, 3rd place) senior women
	3 trophies (1st place, 2nd place, 3rd place) senior men
Senior Individual Finals	9 trophies (3 x 1st place, 3 x 2nd place, 3 x 3rd place) senior women
	9 trophies (3 x 1st place, 3 x 2nd place, 3 x 3rd place) senior men
Junior All Around Competitions	3 trophies (1st place, 2nd place, 3rd place) junior girls
	3 trophies (1st place, 2nd place, 3rd place) junior boys
Junior Individual Finals	9 trophies (3 x 1st place, 3 x 2nd place, 3 x 3rd place) junior girls
	9 trophies (3 x 1st place, 3 x 2nd place, 3 x 3rd place) junior boys
Cyr Wheel Competitions	Number of Trophies
All Around Competitions	3 trophies (1st place, 2nd place, 3rd place) senior women
	3 trophies (1st place, 2nd place, 3rd place) senior men
Individual Finals	3 trophies (1st place, 2nd place, 3rd place) senior women
	3 trophies (1st place, 2nd place, 3rd place) senior men
Spare Trophies	Please have some spare trophies ready in case of gymnasts sharing places.

- c) **The following “awards” should/can be provided by the local organiser:**

Gym Wheel Competitions	Provided by local organiser
Senior All Around Competitions (2*)	presents for all participants + coaches
Senior Individual Finals (6)	presents and/or flowers for the finalists/top three finalists
Junior All Around Competitions (2)	presents for all participants+ coaches
Junior Individual Finals (6)	presents and/or flowers for the finalists/top three finalists
Cyr Wheel Competitions	Provided by local organiser
All Around Competitions (2)	presents for all participants+ coaches
Individual Finals (2)	presents and/or flowers for the finalists/top three finalists

*indicates number of competitions; e.g. Senior All Around Competitions → 1x women, 1x men

- d) **The local organiser should also provide presents for the judges.**

7 Opening Ceremony

- a) The local organiser must plan and carry out an opening ceremony.
- b) This opening ceremony must not last longer than 2 hours (including all the necessary speeches).
- c) The programme for the opening ceremony must be submitted to and approved by the IRV President.

8 Local and IRV Personnel

- a) The local organiser must provide a certain number of volunteers to support the IRV personnel in their work, e.g. assist the judging panel/s, help giving out and taking back wheels, set up the podium for the award ceremonies etc. The exact number of volunteers needed is communicated to the local organiser by the IRV Competition Officer.
- b) The IRV will conduct the World Championships with a certain number of own personnel.
 1. IRV President
 2. Head of Gym Wheel Competition
 3. Head of Cyr Wheel Competition
 4. Competitions Officer
 5. Head of Judging Gym Wheel
 6. Head of Judging Cyr Wheel
 7. Head of Communications

The local organiser must cover their relevant costs (accommodation and food). For further staff and information see extra annex “Personnel Requirements” at the end of this document.

- c) The local organiser must provide a speaker/speakers that “present” and lead through the opening ceremony, the competitions, award ceremonies etc. Most of the information/results etc. must also be presented/announced in English.
- d) The local organiser must provide the personnel to operate the music during warm up and the competitions.

9 Invitation to participating countries

- a) The invitation to the World Championships is prepared by the IRV Competitions Officer.
- b) The local organiser sends the IRV Competitions Officer the necessary information about the non-competition timetable, arrival, accommodation, meals, costs and non-competition activities.
- c) A representative for the local organiser should be able to provide help with hotel information.

10 Press and Marketing

- a) The local organiser informs the local, regional and national press and is also responsible for press contacts during the event.
- b) The local organiser works intensively to try to attract television interest in the event.
- c) A close working relationship should be established with the IRV Public Relations Officer.
- d) The local organiser is responsible for advertising by way of poster, local/regional press as well as radio and television.
- e) A programme for the event including a timetable and list of participants should be available for the spectators.
- f) The local organiser must look for grants and sponsorship in order to minimise the financial risk of the event.
- g) **Press/Media Room:**
It would be nice to have a press/media room with Internet availability. The press room should be in or in the immediate vicinity of the competition hall. The press room should be for the sole use of the press/media officials. The local organiser should provide one representative to liaise with the regional/local press. More detailed arrangements are made before the event in direct contact with the IRV Public Relations Officer.

11 General Information

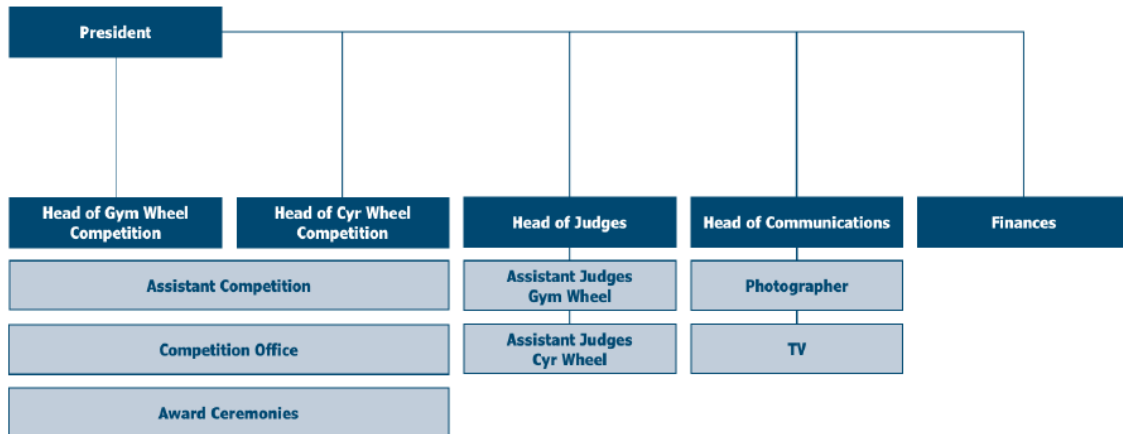
- a) The local organiser should try to keep the distances between the various places of accommodation, the competition venue and possible other world championships locations as short as possible. If this is not possible, **the local organiser should provide a free shuttle service.**
- b) The local organiser should provide detailed information about the host city (transport, accommodation, sights etc.) and its vicinity.
- c) All information must be provided at least in English. This also applies to the presentation of the championships. The local organiser must appoint a suitable person(s) for this job. In order to provide the announcer(s) with the necessary information, a close co-operation with the IRV Officer Public Relations is important.
- d) The local organiser should have a permanently manned service stand or information point at the competition venue.
- e) A cultural programme for athletes and tourists should also be offered.

Annex

Personnel Requirements

IRV World Championships

The following personnel requirements must be fulfilled for the implementation of IRV World Championships:



The personnel requirements can be fulfilled by the IRV (whereby the local organiser covers the relevant costs) or by suitably qualified personnel provided by the local organiser. The IRV has the deciding responsibility regarding who takes on which position.

#	Position	Staffed by
1	President	IRV
2	Head of Gym Wheel Competition	IRV
3	Head of Cyr Wheel Competition	IRV
4	Competitions Officer	IRV
5	Head of Judging GymWheel	IRV
6	Head of Judging Cyr Wheel	IRV
7	Head of Communications	IRV
8	Assistant Competition Officer	
9	Competition Office	
10	Award Ceremonies	
11	Assistant Judging Officer(s) Gym Wheel	
12	Assistant Judging Officer(s) Cyr Wheel	
13	Photographer	
14	TV (Livestream)	