



UEG Dance Step Test Contest

WORK - PLAN

***Liberec, 20th to 23rd November 2009
Czech Republic***

This work-plan has been drawn up in accordance with the UEG Technical Regulation, and is based upon the definitive registrations received by the General Secretariat of the UEG.

UEG AER TC

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1. GENERAL INFORMATION

This work-plan is based on UEG Directives and UEG Technical regulations.

It is based on the definitive registrations received by the UEG Office and the draw of the starting order made by the UEG AER TC.

2. COMPETITION VENUE

The competition will take place in TIPSPORT ARENA Complex, Indoor Hall.
(Jeronymova 570/22, 460 07 Liberec 7)

3. COMPETITION DATES

Qualifications:

- (Saturday) 21st November 2009 Juniors, Seniors

Finals:

- (Sunday) 22nd November 2009 Juniors, Seniors

4. RESPONSIBLE PERSONS

4.1 Organising Committee:

4.2

President	Mr. Jiří KUBIČKA
Executive President	Mr. Jan PRAVDA
Venue Director	Mr. Libor STEJSKAL
Technical LOC Director	Mr. Ondřej NIKL
Administration, international relations	Mrs. Marie KALASOVA
Systems & Communications	Mr. Milan VÍTEK
Accreditations	Mrs. Martin KOSTKA , IMPROMAT
Protocol, marketing, PR	Mrs. Barbora SVATOSOVA
Press	Mr. Zdeněk SOUDNY
Logistics & Transports, Accommodation	Mrs. Helena NIKLOVA
LOC Doctor & Health & Physiotherapy	Mrs. Leoš SOUDNY

4.2 UEG Officials

President	Mr. Dimitrios DIMITROPOULOS
Vice-President	Mr. Andras SZABO
AER TC President	Mrs. Maria Cristina CASENTINI
AER TC Vice-president	Mrs. Monika WIETHOFF
AER TC Secretary	Mrs. Olga KYSELOVICOVA
AER TC Member	Mrs. Milena TARNITCHKOVA
AER TC Member	Mrs. Andrea SINKO
AER TC Member	Mrs. Yelena LEVINA
AER TC Member	Mr. Ignacio MARRON
UEG Doctor	Mr. Lubos HRAZDIRA
Head of Press	Mrs. Danielle DUCHOUD
Director CEO	Mr. Manfred KUCHT

5. GENERAL PROGRAMME

Unless otherwise indicated, all events will take place in Tipsport Arena Complex, Indoor Hall.

Friday, 20.11.2009

All day	Arrival of the delegations and accreditation, transfer to hotels	Tipsport Arena, Accreditation Area
17.30 – 19.30	Training by Nation as per schedule	Tipsport Arena Complex, Indoor Hall
19.30 – 20.00	Rehearsal for the Opening Ceremony, compulsory for all nations	Tipsport Arena Complex, Indoor Hall

Saturday 21.11.2009

09.00 – 11.00	Training by Nations as per schedule	Tipsport Arena Complex, Indoor Hall
09.00 – 09.30	Orientation Meeting compulsory for heads of delegations, coaches, judges	Tipsport Arena Complex, Indoor Hall Judges Room
09.30 - 10.30	Judges Briefing for Step Test Contest	Tipsport Arena Complex, Indoor Hall Judges Room
11.15 – 11.30	Opening ceremony	Tipsport Arena Complex, Indoor Hall
11.30 – 13.00	Juniors and Seniors Dance Step Contest Qualification	Tipsport Arena Complex, Indoor Hall

Sunday, 22.11.2009

10.00 – 12.00	Training by Nations as per schedule	Tipsport Arena Complex, Indoor Hall
12.30 - 12.45	Judges briefing for Step Test Contest	Tipsport Arena Competition Hall
13.00 - 13.05	Presentation of the Nations	Tipsport Arena Competition Hall
13.10 - 14.10	UEG Dance Step Test Contest Juniors and Seniors Finals	Tipsport Arena Competition Hall
18.20 - 18.40	Medal Award Ceremony	Tipsport Arena Competition Hall
20.00	Farewell Party	Hotel Babylon

Monday 23.11.2009

All day	Departure of the delegations	
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6. ACCREDITATION

Accreditation permits the identification of all participants and indicates the access to certain zones. Access to all zones will be controlled. Accreditation must be visibly worn throughout the whole event. During the accreditation the Heads of Delegation have to verify the identity of the members of their delegation as well as all requirements regarding accommodation, meals and registrations. They have to make the necessary payments (including insurance), hand over the tapes or CDs for the exercises of their athletes, the tape or CD with the national anthem and their national flag. **The Organising Committee suggests to all Federation to bring CDs.**

Accreditation will be carried out upon arrival. The accreditation place will be in Tipsport Arena. The accreditation is personal, non-transferable and necessary for access to the training and competition halls, as well as for official transports. The FIG and UEG Directives and Technical Regulations will be strictly applied, especially with regard to the number of persons accredited per nation.

Accreditations are provided for each delegation has fulfilled their financial obligations. In order to get the accreditation passes quickly we need digital passport photos of all members of your delegation as follows:

- Every photo's size should be about 100 Kb (please send no photos of more Kb's or even Mb's).
- We can only handle photos in .jpg or .gif format.
- The name of the person shall be part of the file name.

Delegations which have sent the passport photos of all delegation members in time to cqf@cstv.cz have priority at the accreditation desk. Deadline for receiving the passport photos is **31st of October, 2009**.

6.1 MUSICAL ACCOMPANIMENT

Upon arrival, the delegations have to supply the OC with two audio tapes or CD's according to the dispositions of the code of points. The following information has to be written on these tapes or CD's:

- The name of the nation (official abbreviation of the country);
- The first and last name of the competitor/s;
- The category (Junior, Senior);

The Head of Delegation or the Coach has to sign two forms in the name of the competitor in order to:

- approve the technical criteria for playing the tapes or CDs by the organiser;
- guarantee and as a discharge indicating that the pieces of music chosen are not forbidden to be played, including during a sports event.

At the Accreditation the Heads of delegation have to give the Music Release (App.D)

During the training sessions, the competitors have to use their personal CD (3rd copy).

6.2 NATIONAL ANTHEMS AND FLAGS

At the accreditation the Heads of Delegation have to give tapes or CD's with the national anthem and the national flag (app. 180 cm x 90 cm) to the OC.

7. VISAS

Please check whether you need a visa to gain entry into Czech Republic. The Organising Committee will assist you applying for a visa with pleasure. To assist with the application process, each country should complete the attached visa request form. This form has to be sent back to the Organising Committee by **30th of September 2009** at the latest.

8. INSURANCE

The FIG and UEG Technical Regulations stipulate that all participating federations have to assume all costs in relation to the medical insurance of all delegation members (illness and accidents). The Organising Committee has the right to verify the validity of the insurance upon arrival of the delegations (policy insurance, original or copy).

Entering to the European Championships without valid medical insurance of all delegation members will be rejected. However, those delegations which cannot present valid medical insurance, delegation members will have the possibility to conclude a medical insurance service at the Tipsport Arena provided by the OC.

9. ORIENTATION MEETING

This orientation Meeting for all delegations will take place on Saturday, 21th November, 09.00 hrs at Tipsport Arena Complex, Indoor Hall Judge's room.

The Heads of Delegation, Coaches and Judges have to participate in this briefing session, during which the UEG AER TC and the OC will give information about the running of the championships. An updated work plan will be handed to the Heads of Delegation during the orientation meeting.

Any advertisement displayed on leotard must be approved at orientation meeting (according to the UEG rules of publicity). This orientation meeting will be held in English only.

10. DRAWING OF LOTS AND STARTING ORDER

The drawing of lots for the starting order of the qualifications will take place in Tel-Aviv, 4 November 2009.

The starting order for the finals will be established according to the dispositions of the UEG Technical Rules and FIG Code of Points.

The list of the finalists, with two reserves, will be handed over to the head of delegation after each qualification.

11. JUDGES BRIEFINGS

All judges have to participate in the briefing sessions as described in the General Programme (5.). All sessions will be held in English. Short Judges Briefings will take place before each competition. They are compulsory for all appointed judges and reserves.

12. JURY COMPOSITION**Jury**

Chair of Judges	fixed by draw
4 artistic judges	fixed by draw
4 execution judges	fixed by draw
1 line judge	fixed by draw
1 time judge	fixed by draw

13. DRAWING OF LOTS OF THE JUDGES

The composition of the judge's panels for the qualifications and finals will be drawn from the judges list, nominated by the participating national federations.

14. RESULTS

Complete statement of the results will be distributed to the Federations at the end of the ECH, including the marks awarded by each judge.

15. PROTESTS / INQUIRIES

Protests are not allowed in this competition.

16. MEDICAL CENTRE

The OC will provide the necessary medical services.

17. CONTROL VIDEO

Only the Host Broadcaster's cameras as well as UEG cameras are allowed in the Competition Hall. Video recording is not permitted in the Competition Venue.

18. SEATS FOR THE DELEGATIONS

Seats will be reserved for each participating delegation.

19. OFFICIAL OPENING CEREMONY

The Official Opening ceremony will be held on Saturday, 21st November and Sunday, 22nd November for Seniors in Tipsport Arena Competition Hall. The ceremony will consist of Flags Presentation by nation with the competitors by nation marching in. The rehearsal will be held on **Friday 20th, 19.30 hrs** in Tipsport Arena Indoor Hall. All Head of Delegation & Coaches must be present during the Rehearsal of Opening Ceremony. All competitors must wear their national tracksuit.

20. MEDAL AWARD CEREMONIES

The award ceremonies will be organised after the Aerobic Gymnastics finals (see the schedule). Only the medallists will participate and they must wear the **competition attire**.

21. FAREWELL PARTY

The closing evening will be organised on Sunday night with time and venue to be confirmed upon arrival. Accreditation will be asked for access.

22. TRANSPORTS

The OC will organise transport for the delegations from Prague International Airport to Liberec, from Liberec Train and Liberec Bus Station to the official hotels and to the Tipsport Arena. The transports schedule between Tipsport Arena and the official hotels will be informed upon arrival of the delegations at the accreditation office.

Airport transport service from Prague (90 km from Liberec) will be provided by the Organising Committee to delegations which book their accommodation through the Organising Committee and return their travel information form by **27th October 2009** at the latest.

Only accredited persons are entitled to use the transportation system.

23. OFFICIAL LANGUAGE

The official language of the Championships is English. The Championships will be conducted in English. The present work-plan will be in English.

24. HOTELS

Reservations for accommodation and meal must be made with the official forms.

The Organising Committee has offered packages for all delegations.

Should the chosen category not be available, the Organising Committee will contact the Federation to discuss alternative options.

The packages include full board (breakfast and dinner which is available in your hotel, and the Organising Committee will arrange lunch for the members of the delegations at venue Tipsport Arena).

The UEG Authorities will be accommodated in:

Hotel Babylon****

Nitranska 1, 460 12 Liberec

Tel.: +420 485 249 597, Fax: +420 485 249 598

E-mail: hotel@centrumbabylon.cz, www.centrumbabylon.cz

Others Official Hotels are:

Hotel Babylon****

Nitranska 1, 460 12 Liberec
Tel.: +420 485 249 597, Fax: +420 485 249 598
E-mail: hotel@centrumbabylon.cz, www.centrumbabylon.cz

Hotel Arena***

Jeronymova 570/22, 460 07 Liberec 7
Tel.: +420 488 048 111, Fax: +420 488 048 110
E-mail: info@hotelarena.cz, www.hotelarena.cz

Hostel Arena

Jeronymova 570/22, 460 07 Liberec 7
Tel.: +420 488 048 111, Fax: +420 488 048 110
E-mail: info@hotelarena.cz, www.hotelarena.cz

25. PAYMENT

Payment for accommodation /meal must be made by bank transfer to the Czech Gymnastics Federation, as follows:

Name of account holder:	CESKA GYMNASTICKA FEDERACE
Address of account holder:	160 17 Praha 6, Zatopkova 100/2
Name of the bank:	GE Money Bank, a.s.
Address of the bank:	Vitezne namesti 2, 160 00 Praha 6
Account number:	1724809504/0600
SWIFT Code:	AGBACZPP
IBAN No.:	CZ64 0600 0000 0017 2480 9504

Please state your federation and contact name on the transfer!

Please note that participating Federations must cover all bank fees in connection with bank transfers. If they default it, bank fees will be charged at their second payment or upon arrival at the latest.

26. TICKETS

Tickets can be bought at the OC.

For more information please contact the Organising committee: bsvatosova@aerobicec2009.eu

27. INFORMATION AND CORRESPONDENCE

Each delegation will have a mailbox at the information desk, close to the accreditation office. The OC office will be at the Tipsport Arena and will be open from 08.00 – 22.00 hrs.

28. ORGANISING COMMITTEE - ADDRESS**SPORTAEROBIC LIBEREC**

Address: Nezvalova 872/22
460 15 Liberec
Czech Republic

Mobil: ++420 736 752 574
Email: bsvatosova@aerobicec2009.eu
www: www.aerobicec2009.eu

EUROPEAN UNION OF GYMNASTICS

Maria Cristina Casentini
UEG AER TC President

Rome 26-10-2009



APPENDIX A

**UEG Dance Step Test Contest
JUNIORS -SENIORS**LIBEREC (CZE) 20th - 23rd NOVEMBER 2009QUALIFICATIONS DRAW – Tel Aviv (ISR), 5th November 2009**JUNIORS**

#	
1	HUN2
2	CZE1
3	ITA
4	SVK
5	CZE2
6	HUN1
7	CZE3

SENIORS

#	
1	FRA
2	CZE3
3	CZE4
4	FRA2
5	HUN
6	UKR1
7	ITA
8	GER
9	UKR3
10	CZE2
11	CZE1
12	UKR2



APPENDIX B

**UEG Dance Step Test Contest
JUNIORS -SENIORS**

LIBEREC (CZE) 20th - 23rd NOVEMBER 2009

FINALS DRAW – Tel Aviv (ISR), 5th November 2009

JUNIORS

Qualification Ranking	Final Starting Order
1	2
2	7
3	4
4	3
5	6
6	5
7	1

SENIORS

Qualification Ranking	Final Starting Order
1	7
2	5
3	8
4	2
5	1
6	6
7	3
8	4



APPENDIX D – Music Release

(Distribution to all participating Nations)

Please describe the music you will use for the

Nation: _____ **Competitor(s):** _____

Music Length: ___ min. _____ sec.

Music title: _____

Artist: _____

Recording company: _____

Regarding MUSIC COPYRIGHT, I understand that I am personally responsible for the selection of my music and for any copyright implications. I also understand that the UEG cannot guarantee that my music tape/CD, as I have prepared, will be broadcast. By signing this document, I agree that the UEG reserves the right to broadcast my music, my performance, and appearance in any program or other broadcast related to the championship without any type of payment or compensation to me, of any kind. Nor does the UEG require my permission to broadcast or utilize my image in any such program or related promotion. I understand that if I falsify this document in anyway or fail to fill it out in its entirety, I risk being either penalized or disqualified.

I have carefully read, understand, and hereby agree to comply with the above:

Date: _____

Signature: _____

JUNIOR STEP

SENIOR STEP