

**Indo Pacific Championships**  
**Napier, New Zealand**  
**18<sup>th</sup> -26<sup>th</sup> October 2016**



**WORKPLAN**

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## Foreword

This workbook has been developed by the Local Organising Committee (LOC) of the 2016 Indo Pacific Championships in Napier, New Zealand. The event will be organised under the following FIG rules, as valid in the year of the event, except for any deviation mentioned in this workbook:

- Statutes
  - Technical Regulations *but the following adjustment approved by FIG for Indo Pacific Championships: 17 years and older, instead of 17-18 years*
  - Code of Points and relevant Newsletters
  - General Judges' Rules
  - Specific Judges' Rules
  - Doping Control Rules
  - Licence rules (except for non-competitive events)
  - Media Rules
  - Apparatus Norms
  - Advertising and Publicity Rules
- and subsequent decisions of the FIG Executive Committee

All participating Federations commit to respect the FIG Statutes and all FIG rules and regulations, especially with regards to the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance".

The official language of these Championships will be English. Interpretation from and into any other languages must be organized by the Delegations. Announcements will be made in English. This Work Plan is available in English.

## GENERAL INFORMATION

### ORGANISING COMMITTEE

#### GymSports New Zealand Personnel

Chairman

Denis Mowbray

CEO

Tony Compier

Event Manager

Rebecca Weber

#### Local Organising Committee

Rebecca Weber

Wayne Marsh

Maree Stenning

Angie Dougal

Carol Henry

#### DIRECTORS

Accommodation

Angie Dougal

Accreditation

LOC Office

Administration

Maree Stenning

Audio Systems & Video Display

Dale Kennedy

Equipment

Angie Dougal

Finance

Edward Duff

Floor Manager

Angie Dougal

Judges

Janine Glover

Meals

Andy Adams

Media Services

Anna Robertson

Scoring & Results

Carol Henry

Special Events

Wayne Marsh

Transportation

Andy Adams

Volunteers

Carol Henry

### Sponsors

We would like to thank our key sponsors for this event:



## Competition Office

The Country mailboxes are situated inside the competition office. Only named accredited Managers may access the mailboxes.

## Results & Managers Mailboxes

The only line of communication regarding results is from the Manager to the Competition Office Manager. At no time may Results Staff be approached by officials or athletes.

Official results – All Managers will receive a complete set of results at the end of the competition. These will be available from the mailboxes in the competition office. Immediately following the placement of results in mailboxes, the results will be available online.

Preliminary results will be posted on display screens during the competition.

## Accreditations

Competition floor and warm-up access is restricted to athletes, authorised event officials, coaches, judges and media who are scheduled for the respective competition session. The wearing of accreditation passes is compulsory at all times.

**Lost Accreditation Tags** – please report any lost or missing accreditations to the Competition Office immediately. A charge of \$10.00 will be charge to replace any lost accreditations.

The “loaning” of an authorised accreditation pass is considered a serious issue, which places undue risk management liability on the Control Judges, Panel Judges and Event Organisers. If an accredited official loans their personal accreditation pass to another person the Behaviour Policy will apply to the unauthorised person and the owner of the pass will be deemed to be in violation of the GymSports NZ Code of Conduct. Sanctioning action could include immediate withdrawal of accreditation and removal from the competition arena.

## Team Managers

### Indo Pacific Championship Head of Delegation and Managers

Country	Head of Delegation	Team Manager	Assistant Manager
AUS	Pam Ferrari	Phillipa Hedley	
CAN	Dillon Richardson	Diane Dodd	
JAP	Naoya Fukui		
NZL	Tony Costley	Alana Costley	Jo Monkton
RSA	Marianne van Lill		

The accredited Managers are ONLY allowed onto the competition floor (including training) when there is a need to consult with a coach or the Event Manager and to access the Competition Office. The Manager(s) are not permitted to coach or supervise a group of gymnasts on the warm up or competition area. The Manager must report to the Event Manager, Floor Manager or Warm up Floor Manager for approval to enter the competition arena.

## **Documentation On Arrival**

Information packages will be distributed to the Heads of Delegation at Orientation Tuesday 18<sup>th</sup> October, 7pm in the Theatre Room, Pettigrew Arena

Packages will contain:

- Workplan
- Accreditation tags
- Account statements
- Start Lists
- Scratch/Withdraw forms
- Officials Reception Information
- Farewell Function Tickets
- Medical Information/Athlete Waiver

Heads of Delegation are to hand in at Orientation

- Difficulty Sheets (Competition Cards)
- Official flag and anthem
- Scratch/Withdraw forms
- Proof of Insurance

## **Venue**

Pettigrew Green Arena  
480 Gloucester Street  
Taradale  
Napier  
(06) 845 9330



## **Site Plan**

The Site Plan can be seen in the Appendices

## **Floor Plan**

The Floor Plan can be seen in the Appendices

## **Photography**

Please be aware that your photograph may be taken during the event. Any photographs taken may be used by the competition organisers or their sponsors for publicity, at their discretion. If you have anyone in your country who may object to their photo being taken and published, please notify the competition organisers in writing before the event commences.

Only accredited media photographers are permitted to take professional photos at the event. If a non-accredited photographer is using a professional camera they will be asked to cease taking photos immediately and will be required to leave the venue if they continue. The GymSports NZ accreditation pass for the official photographer may be used to verify identification. Flash photography will not be permitted in the competition gym, whether during warm-up or competition.

Video Production from students EIT will be capturing footage throughout the event and will produce a DVD by pre-order or on sale at the Champions Farewell Banquet.

A professional photographer will so be on site for team photos and with shots taken through the day on display for those who wish to purchase directly with the photographer.

## Judges

Control Judge – Janine Glover – New Zealand

Maree Stenning	NZL	Lance Henry	NZL
Vicki Humphreys	NZL	Jack Penny	AUS
Melanie Tonks	AUS	Gillian Needham	AUS
Katrina Dunn	AUS	Marthe Desmarais-Moen	CAN
Sebastien Rajotte	CAN	Masaharu Okajima	JAP
Tomonori Hiramatsu	JAP	Shinya Muto	JAP

Judging panels will be drawn at the compulsory judges meeting held on Thursday 29th October at 1pm in the Theatre Room at the Arena. A completed list of panels will be distributed prior to the start of the competition.

## Competition Cards

Competition cards are to be handed in at the Orientation meeting on Tuesday 18<sup>th</sup> of October at 7pm. Please print clearly in English and FIG code.

Double Mini cards do not need to be submitted

Competition Cards are located in the Appendices

## Doping Controls

If Drug Free Sport New Zealand (DFSNZ) attends the event to conduct ‘in competition’ testing, this shall be carried out in the Drug Testing designated area. When the event has been completed the DFSNZ Marshall and GymSports NZ drug officer shall immediately make contact, with the athlete concerned.

Athletes may designate a support person to be in attendance with them throughout the process.

If an athlete has an official media conference or award ceremony following competition, the attendance of this may be granted but the athlete at all times must remain in visual contact with the DFSNZ Marshall.

Failure to attend as required will be treated as a positive test.

Athletes should check that they have correctly filed any National Therapeutic Use Exemption (TUE) that may be applicable and that have the relevant documentation available during the Championships (written list of all drugs taken in recent months).

## First Aid and Physiotherapy

We will have medical staff on hand during training and competition days

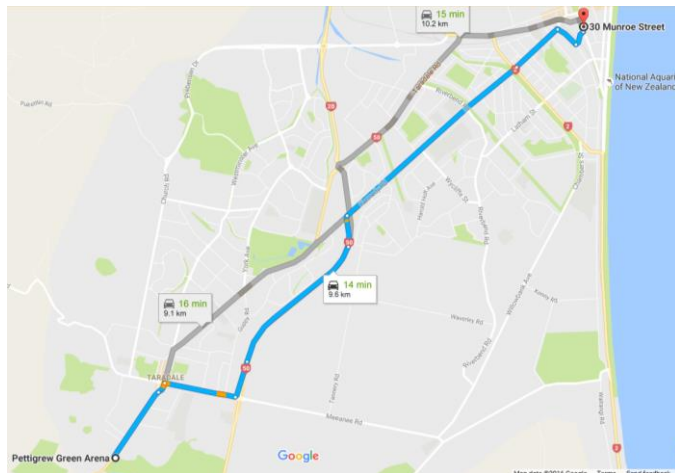
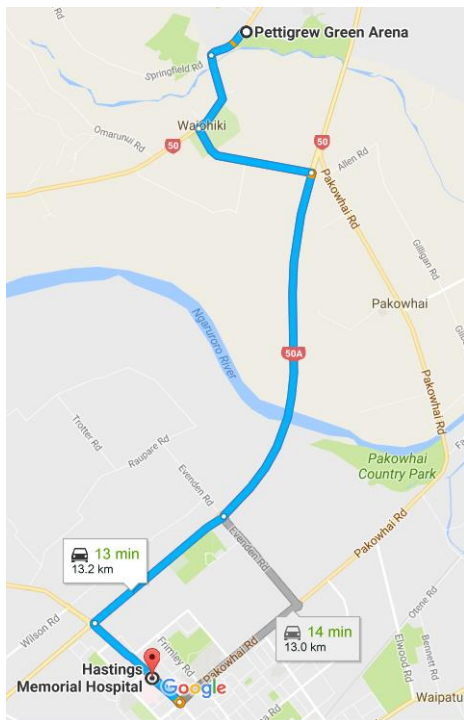
Physio Patrick Peng and will be available for all athletes during the event. Appointments can be made with him in the Physio room at the arena found in the athletes warm up area. Please have a coach or manager accompany athletes to make an initial appointment.



## Medical / Emergency Services

**Hawkes Bay Hospital**  
Omahu Road  
Hastings  
06-8788-109

**The Doctors**  
30 Munroe Street  
Napier  
06-8354-696  
(8.00am-9.00pm 7 days)



## Evacuation

In the event the Pettigrew Green Arena needs evacuating, please follow directions from the Pettigrew staff.

The evacuation meeting point will be in the main car-park in front of the stadium

**THE PHONE NUMBER FOR EMERGENCY SERVICES IS 111**

## Risk Management

There will be no Security on hand to monitor the car park. Please make sure that you remove articles that 'look interesting' to thieves (e.g. nothing should be left in view). Inside the stadium – please keep your valuables with you at all times. Managers are advised that arrangements should be made with athletes regarding leaving the stadium. GymSports NZ recommends that gymnasts/athletes make appropriate arrangements with caregivers prior to leaving the stadium area.

## PROGRAMME

### **Training Timetable**

The Training Timetable can be seen in the Appendices

### **Meetings**

**Orientation Meeting** – all delegation's HOD & Managers

Date: Tuesday 18th October

Time: 7:00pm

Location: Theatre Room, Mezzanine Floor, Pettigrew Green Arena

### **Judges Meeting**

Date: Thursday 20<sup>th</sup> October

Time: 1:00pm

Location: Theatre Room, Mezzanine Floor, Pettigrew Green Arena

### **Indo Pacific Congress**

Date: Monday 24<sup>th</sup> October

Time: 8:00pm

Location: Theatre Room, Mezzanine Floor, Pettigrew Green Arena

Access: Each registered federation may send a maximum of 3 delegates to the Congress. Each registered federation shall possess 1 (one) vote. A quorum shall consist of the majority of the federations participating at the 2016 Championships

### **Competition Schedule**

The Competition Schedule can be seen in the Appendices

### **Warm Up**

There is a separate area where athletes can stretch up to 30 minutes before their scheduled warm up time.

Warm up trampolines are available in the warm up gym area.

### **Media Conferences and Interviews**

The Event Manager, Marketing Manager or CEO may approach Team Managers to arrange athlete interviews.

### **Session Times**

Sessions may start up to 30 minutes ahead of schedule. This is at the sole discretion of the Event Manager.

Managers are to ensure their athletes are ready at the venue in case of such occurrences.

### **Award Ceremonies**

Award Ceremonies will take place immediately after each session is finished.

Only the award place-getters will assemble in the warm up area and march into the arena for each ceremony.

Place-getters will assemble behind the podium and remain standing for the duration of the ceremony.

Team tracksuits shall be worn for Award Ceremonies.

### **Start Lists**

The Start Lists can be seen in the Appendices

## COMPETITION STRUCTURE

### Competition Format and Program

The Floor Manager will direct the flow of competitors on the floor and coordinate the work of the announcer.

The announcer will introduce competitors to the floor for each apparatus. Athletes compete on signal from the Chair Judge.

### Marshalling Area and March In

The marshalling area will be in the warm up area. Athletes will be asked to assemble there to march-in from there for all disciplines.

Athletes will be required to be in the marshalling area approximately 10 minutes prior to the start of the competition. On cue, they will march in, in competition order, and present themselves before the Chair of Judges Panel. For qualification rounds, athletes will march onto the competition floor to be introduced by countries. For finals, athletes will be presented and introduced by name and country.

Full tracksuits or competition attire are required for all athletes. Coaches may bring the athletes bags to the athlete waiting areas.

After receiving instructions from Chair of Judges Panel, athletes may proceed to the athlete waiting area. At the end of the round athletes are asked to march out as a group.

### Finals

As per FIG rules, the top ten (10) athletes from each preliminary round qualify for finals subject to the following qualifications statement:

Tie breaking rules for qualification will be applied.

Two non-competing reserves will be named and will be required to prepare to take the place of a named finalist should there be a withdrawal more than 30 minutes prior to the commencement of the competition session. There is no qualification score required to be eligible for each final for TRA.

In all Age Group events and the Senior International, 3 competitors per federation from the preliminary round will progress to the final round. For events that have less than 5 federations participating, competitors will be added to finals based on the preliminary ranking regardless of federation, until there are 10 competitors.

### Score Queries

In case of obvious errors concerning calculation in difficulty scores in, only the athletes coach, may approach the Chair of Judges Panel in a professional and friendly manner at the end of the actual round, to allow the Chair of Judges Panel to clarify the situation before the next round has started.

### Equipment

x4	Trampolines	Eurotramp 4x4
x2	Double-mini Trampolines	Wide Frame Eurotramp 6x6
x1	Tumbling Floor	Speith Rod Floor

### Withdrawals

Withdrawal forms will be included in your information package. If more are required they will be available in the OC office. All withdrawals should be reported to the OC before the orientation meeting. Should a withdrawal be necessary on the same day as the scheduled event, please notify the OC, in writing, as soon as possible (a form is also included in the Appendices)

## LOGISTICS

### Accommodation

All extra hotel costs will have to be borne by the respective Federation / delegate (such as mini-bar, paid TV movies, telephone calls, etc.). Any damages made to the hotel facilities will be the exclusive responsibility of the Delegation concerned.

### Check-in Procedures

Each official hotel will have received a rooming list from those delegations who have submitted the necessary forms. The room keys and hotel information will be distributed to the delegation upon their hotel check-in.

### Check-out Procedures

In principle, a copy of the individual account of each delegation member will be available the day before departure. After confirmation, the balance due will have to be paid in full upon check-out. Delegations will be responsible for all costs incurred.

*The check-out times of the respective hotels must be strictly respected.*

### Official Event Hotels

Japan – East Pier  
Australia – Blue Water & Anchorage  
Canada – Navigate  
Officials – Crown Hotel  
New Zealand – Fountain Court, Quality Inn & Edgewater

### Meals

#### Breakfast

Breakfast will be available in all the hotel's. Accreditation tags will be required

#### Lunch and Dinner

Meals will be catered for at the Eastern Institute of Technology. This is located across the road from the Arena at 501 Gloucester Street. Accreditation tags will be required.

A meal timetable will be issued at orientation and posted in the venue and meal hall

Important Safety Note: To get to the dining hall you need to cross a busy road. All younger athletes should be accompanied by an adult when going for meals.

### Transport

Regular shuttle services / busses are available between the official hotels and the Pettigrew Arena, where the competition venue is located. Delegations who will stay at one of the official hotels, who book their accommodation through the Organising Committee and who have filled in their travel schedule form will be provided with local transport from Napier Airport to the official hotels and return. This airport - hotel service will be organized by the Organising Committee.

### Public Transportation

Go Bus Service operates Monday to Friday between EIT Campus and Napier City Terminal from 7.00am to 6.00pm. The bus stop is opposite the Pettigrew Green Arena.

If wanting to travel to Napier City Terminal, and if coming from Napier City Terminal the service will drop you off just outside Pettigrew Green Arena on the same side.

This service also continues onto Hastings and Stops at Kmart, before its return via the reverse route to end back at the Napier City Terminal.

## **Insurance**

The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.

The FIG 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 LOC 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 LOC in advance.

## CEREMONIES & FUNCTIONS

### **Opening Ceremony**

Date: Friday 21st October

Time: 9.15am

Location: Main Arena

Athletes should be assembled in the marshalling area by 9am. Please arrive in full tracksuit.

Coaches and Judges will not be asked to march in with the athletes. We would however appreciate all coaches dressed in team uniform, and all judges dressed in their judging attire to be presented to the audience. Each group will stand while the oaths are read.

### **Award Ceremonies**

Award Ceremonies will take place immediately after each session is finished.

Only the award place-getters will assemble in the warm up area and march into the arena for each ceremony. Place-getters will assemble behind the podium and remain standing for the duration of the ceremony.

Team tracksuits shall be worn for Award Ceremonies

### **Closing Ceremony**

Date: Tuesday 25<sup>th</sup> October

Time: 1.30pm

Location: Main Arena

All delegation, friends and family are invited to attend the Closing Ceremony. All delegation will be seated in the public seating area. Some athletes will be asked prior to the ceremony to join in with a display. A note will be posted in the manager's mailboxes inviting these athletes over the week.

### **Welcome Dinner**

Date: Tuesday 18<sup>th</sup> October

Time: 4.30-6pm

Location: EIT

All athletes and officials are to meet at **4pm in the main Arena**. A member from EIT will brief everyone about the proceedings of the welcome dinner and then usher everyone over to EIT. There is no dress code for this event.

### **Officials Welcome**

Date: Wednesday 19<sup>th</sup> October

Time: 7.30-9.30pm

Location: East Pier, 50 Nelson Quay

This function is reserved for the Head of Delegation, coaches, judges and VIP's. Drinks and nibbles will be provided.

### Officials Wine tour

Date: Thursday 20<sup>th</sup> October

Time: 6.30pm

Location: Church Road Winery

This function is reserved for the Head of Delegation, coaches and judges.

All officials are to meet at **Pettigrew Arena at 6pm** for transport to Church Road Winery. Drinks and finger food will be provided.

### Cultural Experience

Date: Sunday 23<sup>rd</sup> October

Time: 9am

Location: Pettigrew Green Arena



We welcome all delegations to join the Kahurangi Dance Company for a traditional Maori experience on the Sunday morning.

The cultural experience will involve the sharing of knowledge relative to the Hawkes Bay region, the sharing of waiata, haka, poi, and mau rakau. The Kahurangi students will workshop with the various groups/countries in a fun environment that will hopefully enhance their experience of Aotearoa.

### Closing Dinner

Date: Tuesday 25<sup>th</sup> October

Time: 7pm

Location: Rodney Green Centennial Event Centre, Mclean Park, Latham Street, Napier

Transportation: Buses will depart all official Hotels. A schedule will be posted at each location.

Access: This is a ticketed event. If additional tickets need to be purchased, please contact the LOC office

Special Note: This is a non-alcohol event.

Departure: Busses will depart from the venue back to official hotels at the end of the evening.

Theme: The Great Gatsby

Come dressed to impress! Prizes will be given to the best dressed male and female.



## ADDITIONAL INFORMATION

### Public Admission

The following fees apply for spectator entry at this year's 2016 Indo Pacific Championships, prices in effect from Friday to Tuesday. Please note, entry to the Opening and Closing Ceremonies is free of charge.

All tickets are sold at [www.ticketek.co.nz](http://www.ticketek.co.nz). Service fees apply.

Ticket Type	Price
<b>Friday 1 Day Pass</b>	
Adult	\$20.00
Child (Under 5)	Free
Child (5-12)/Senior (65+)	\$10.00
Family (2:2 or 1:3)	\$45.00
<b>Saturday 1 Day Pass</b>	
Adult	\$17.00
Child (Under 5)	Free
Child (5-12)/Senior (65+)	\$10.00
Family (2:2 or 1:3)	\$40.00
<b>Sunday 1 Day Pass</b>	
Adult	\$17.00
Child (Under 5)	Free
Child (5-12)/Senior (65+)	\$10.00
Family (2:2 or 1:3)	\$40.00
<b>Monday 1 Day Pass</b>	
Adult	\$20.00
Child (Under 5)	Free
Child (5-12)/Senior (65+)	\$10.00
Family (2:2 or 1:3)	\$45.00
<b>Tuesday 1 Day Pass</b>	
Adult	\$12.00
Child (Under 5)	Free
Child (5-12)/Senior (65+)	\$5.00
Family (2:2 or 1:3)	\$25.00
<b>4 Day Pass – any four days</b>	
Adult	\$65.00
Child (Under 5)	Free
Child (5-12)/Senior (65+)	\$35.00
Family (2:2 or 1:3)	\$140.00
<b>5 Day Pass</b>	
Adult	\$75.00
Child (Under 5)	Free
Child (5-12)/Senior (65+)	\$40.00
Family (2:2 or 1:3)	\$160.00

VIPs will be supplied with an accreditation which will allow them access to the event.

All Athletes, Judges, Coaches, Managers, Officials and Volunteers will be issued with accreditation passes and these must be visible at all times. There will be no entry to the venue if you do not have your pass.



## Merchandising

There will be a range of Indo’s merchandise available for sale in the Kiwi Hut from the Hoodie Hut

Event t-shirts	\$30.00
Men’s singlets	\$30.00
Women’s singlets	\$30.00
Hoodies	\$60.00
Event pins	\$10.00
Tote Bags	\$5.00
Event poster	\$3.00
Event programme	\$10.00
Silicone Bracelets	\$4.00
Pens	\$2.00

## Subway

There is always a Subway restaurant within the venue on the ground floor

## GymSports New Zealand Policies

### Behaviour Policy

The Behaviour Policy can be seen in the Appendices

### Blood & Body Fluid Policy

The Blood & Body Policy can be seen in the Appendices

### Health and Wellbeing Policy

The Health & Wellbeing Policy can be seen in the Appendices

## Mobile Phone’s on Floor

The use of mobile/cell telephones is **prohibited** in the competition area, inclusive of the competition and warm up areas. This regulation applies to athletes, coaches, judges and all officials on duty in the competition area. In principle the Behaviour Penalties, as appended to this workplan, shall apply in respect to all persons. For a first breach a warning will be issued and the telephone shall be turned off and placed out of sight. For subsequent breaches the penalty will be disqualification from the competition (gymnasts/athletes); excluded/removed from the remainder of the competition (officials); in all cases GymSports NZ reserves the right to confiscate the telephone.