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(This document contains 13 pages)

FIG ACADEMY PROGRAM

Policies and Information

This document is intended to provide a summary of the policies that have been established for the FIG Academy Program and to provide additional useful information for the host federations and participants.

FIG Academy Mission Statement

It is the mission of the FIG Academy Program to provide a prioritized, customized and standardized coach education system for the development of competitive gymnastics worldwide, based upon principles of sport science, health, current training best practice and the nature of the developing child.

FIG Academy General Information:

- The FIG Academy Program is composed of curricula for three levels of coaches' education for each of the FIG Disciplines. The content of the Academy Program is designed to assist coaches with the skills and knowledge necessary to achieve high performance results.
- The following Academies are available to be requested by Federations in English, French and Spanish:
 - ◆ Artistic Gymnastics Men and Women – Level 1, 2 and 3
 - ◆ Aerobic Gymnastics – Level 1, 2 and 3
 - ◆ Rhythmic Gymnastics – Level 1, 2 and 3
 - ◆ Trampoline Gymnastics – Level 1, 2 and 3
 - ◆ Acrobatic Gymnastics – Level 1, 2 and 3
 - ◆ Foundations of Gymnastics (Gymnastics for All) Courses
 - Special topic mini-courses to supplement the Foundations of Gymnastics curriculum
 - NOTE: the Foundations of Gymnastics Courses is conducted under the authority of the FIG Gymnastics for All Committee. Please refer to the Foundations of Gymnastics Course Hosting Guidelines.
 - ◆ Management (GymSystem) courses for new federations (This is still being developed.).
- FIG Academies are normally conducted as multi-country Academies for geographic, cultural and/or linguistic groupings of FIG member Federations. Occasionally, the FIG may have reason, or give permission, to offer a worldwide, or continent wide, or multi-continent Academy.
- Host Federations are normally invited to participate with 3 to 5 coaches per discipline and invited countries with 1 to 2 coaches per discipline. This may vary at the discretion of the FIG if the circumstances of the Academy warrant it. After the registration deadline, the Host Federation will be invited to fill the academy with its coaches if space is available.
- The normal sequence for the Academy Program provides coaches an opportunity and expectation to implement the new learning before attending the next level. The normal sequence is as follows:

- ◆ Year 1: Level 1
 - ◆ Year 2: Level 2
 - ◆ Year 3 or 4: Level 3 (Brevet examination with special pre-requisites as outlined below)
- Academy educational material for each discipline and for each level includes:
- ◆ Sport Science reference booklets – distributed to participants on a memory stick.
 - ◆ Technical Manuals – to be downloaded by the Host Federation and printed for each participant from the FIG Intranet (with FIG reimbursement).
 - ◆ Resource information for Level 1 coaches – these include additional information of use to coaches (not in all disciplines) – on a memory stick.
 - ◆ Theory Lectures – electronic versions for the FIG Experts only but lecture notes are distributed to participants as 6 or 8 PowerPoint slides per page (copied on site).
 - ◆ Video of skills and/or methodology of all skills presented – for the FIG Experts only.

Applying to Host an Academy:

- An application to host an FIG Academy must be submitted to the FIG General Secretary at least six-months (6 months) in advance of the Academy.
- The APPLICATION FORM to host an Academy can be found on the FIG website and is also attached to this document.
- The initial application, as indicated on the application form, must include the following information:
- ◆ Host federation and contact person (with contact phone numbers and e-mail addresses).
 - ◆ Location of the Academy (city, planned venue(s); hotel or other accommodation (with addresses and phone numbers and websites if available).
 - ◆ Academy Level and Gymnastics Discipline applied for (note MAG and WAG must normally be hosted together).
 - ◆ Language of the Academy.
 - ◆ Other countries to be invited (The FIG will make the final decision on which countries will be invited.)
 - ◆ The budget information as outlined below.
- The FIG will reply to the application to host an Academy within one month of receiving it.
- Once the Academy is approved, the FIG will send official invitations to all invited countries.
- The FIG will fully fund and designate the FIG Course Leader and the FIG Expert Instructors and also assign their duties and tasks.
- In principle, the maximum number of participants for an Academy is:
- | | |
|--------------------------|--------------------|
| ◆ Artistic Gymnastics: | 20 MAG plus 20 WAG |
| ◆ Aerobic Gymnastics: | 30 |
| ◆ Rhythmic Gymnastics | 20 |
| ◆ Trampoline Gymnastics: | 20 |
| ◆ Acrobatic Gymnastics: | 20 |
- The Academy should normally be scheduled over a seven-day period and an opening session the evening before the beginning of the Academy. The schedule below will serve as a sample,

but local conditions and needs might require some modifications – for example, it may be necessary to have the Practical Lectures in the morning and the Theory Lectures in the afternoon. Such modifications will be coordinated between the Director of FIG Education and Academy Programs, the designated Course Leader and the local organizers.

SAMPLE SCHEDULE FOR ALL ACADEMY LEVELS AND ALL DISCIPLINES									
Day 1		Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
09:00-10:30	Meeting of Experts Arrival of Participants	Theory	Theory	Theory	Free Day For study and preparation by Experts & Participants	Theory	Practical	Theory Examination Practical Examination	Departure of Participants Possible evaluation meeting for Experts
10:30-10:45		Break				Break			
10:45-12:15		Theory	Theory	Theory		Theory	Practical		
12:15-14:00		Lunch				Lunch			
14:00-15:30		Practical	Practical	Practical		Practical	Practical		
15:30-15:45		Break				Break			
15:45-17:15		Practical	Practical	Practical		Practical	Practical		
17:15-20:00		Dinner				Dinner			
20:00-21:30	Opening	Theory	Theory	Preparation		Theory	Preparation	Closing	

- Once the Academy has been approved by the FIG, all further communication related to the Academy will be handled by the following:
 - ◆ For all technical and teaching aspects of the Academy:
Hardy Fink, Director of FIG Education & Academy Program
hfink@shaw.ca
 - ◆ For all administrative aspects of the Academy (travel, accommodation, finances, etc.):
Olivia Bille Peña, Manager of the FIG Coach Education Program
obille@fig-gymnastics.org

Financial Information Related to Hosting an Academy

- For a normal FIG Academy, the FIG will assume the following costs:
 - ◆ The full costs for each designated FIG Expert including economy airfare, single room hotel accommodation with breakfast, transportation costs between the airport and hotel, the current FIG stipulated per-diem to pay for meals and incidentals, and the current FIG stipulated honorarium.
 - ◆ The preparation of course materials: Technical Manuals, participation certificates, sport science reference CD-ROMs, and technical/practical lecture notes.
 - ◆ The costs of any extraordinary or special requests made by the FIG.
- At the time of applying for an Academy, the host Federation must provide a budget (calculated either in US Dollars or Euros) which includes the following information:
 - ◆ Cost of accommodation per participant (double occupancy).
 - ◆ Cost of accommodation per expert (single occupancy). This could be at a different location.
 - ◆ Cost of meals per participant. Often the accommodation and meal costs are a single package.
 - ◆ Cost of local transportation including to and from the airport and between the venue(s) and the accommodations.
 - ◆ Cost of closing banquet.

- Based on this budget, the FIG will determine a course fee per participant, payable to the FIG, to pay for the above listed costs.
- The budget should also include the following costs for which the host Federation is responsible:
 - ◆ Cost of fully equipped gymnasium rental (see attached specific lists for each discipline).
 - ◆ Cost of adequately sized classroom or lecture hall rental.
 - ◆ Cost of photo-coping the Theory lectures, examinations, etc. (usually about 4000-5000 pages for a fully attended Academy).
 - ◆ Cost of translators unless translation was specifically requested by the FIG.
 - ◆ Cost of small working office – equipped with internet access – for the experts for DAY 1 (the expert meeting day) of the Academy
 - ◆ Cost of required audio-visual and office equipment (see attached specific list per discipline).
 - ◆ Cost of two coffee breaks with small snacks per day (morning and afternoon) except on the free day and the afternoon of the practical examination day.
 - ◆ Cost of demonstrator gymnasts in numbers as outlined in the requirements for each discipline at the end of this document.
 - ◆ Cost of any administration expenses related to hosting the Academy.
- In addition to the above, the host federation should provide a dedicated assistant to help with organizational and administrative tasks.
- At the conclusion of the Academy, the host Federation must provide the FIG with an Academy report and proof of the exact costs and then the FIG will forward the money for the legitimate “participant costs” as outlined above. The Host Federation must submit a full financial report to the FIG Office no later than 60-days after the conclusion of an academy.

Requirements to Participate in an FIG Academy

- The coach must be a member of an FIG affiliated Federation that is in good standing with the FIG. Also eligible are coaches who are from FIG Affiliated Federations as approved by the FIG Congress and Provisionally Affiliated Federations as approved by the FIG Council.
- The participation of the coach must be approved by the Federation of which he/she is a citizen. However, the coach may be registered by his/her country of residence or employment.
- A candidate coach must have reached the age of 16-years at the time of the Academy.
- Registration Requirements
 - ◆ For all FIG Academies after March 1, 2016, inscriptions and registrations can only be done online. Please register your coaches online at the following address:
<https://database.fig-gymnastics.com/>
 - ◆ Please use the username and password of your federation to connect to the system and go to the menu:
 Courses -> Coach courses -> Registrable coach courses
 - ◆ All coaches should have a profile in the FIG database otherwise it will not be possible to register them at an Academy. See the Database information below.
- FIG Coach Database
 - ◆ All the registered coaches must have a profile in the FIG database and a FIG ID number.

- ◆ If the coach does not have a profile on the database, please create a profile for him/ her.
 - ◆ If the coach is already in the database because he/she already participated in an Academy, you can edit the profile to update the information concerning this coach.
- In principle, Federations and their coaches are eligible to attend the level of Academy that is appropriate for the existing level of coaches' education in that Federation and in the discipline of interest. Exceptions may be made for individual coaches who have immigrated to that Federation from a Federation with higher gymnastics education conditions.
- ◆ Federations with no, or almost no, coaching education programs in the discipline of interest must start at Level 1.
 - ◆ Federations with formal coaching education and certification programs in the discipline of interest may apply to begin with Level 2. They would not normally begin with Level 1.
 - ◆ Federations with professional and university based coaching degree programs in the discipline of interest may apply to begin with Level 3. They would not normally begin with Level 1 or Level 2.
 - ◆ Direct entry into a Level 3 Academy is possible if the Federation and its coaches meet the following criteria:
 - Artistic Gymnastics: Federation has placed among the top 18 teams in the most recent world championships or the federation had an apparatus finalist-
 - Rhythmic-, Aerobic-, Acrobatic-, Trampoline Gymnastics: Federation has a top 10 Team ranking at the most recent World Championships or had a finalist in any category.
 - ◆ All decisions in this regard are made by the FIG. All special conditions or requests for exceptions must be sent in writing to the FIG Secretariat which will rule definitively on the request.
- Even if nominated by his/her Federation, the FIG reserves the right to approve or refuse a coach's participation in an Academy at any level.
- ◆ Federations may nominate high-level specialists who wish to gain technical knowledge of the level 3 Academy to be able to contribute in leadership positions in gymnastics worldwide.
- The coach must attend all parts of each lecture and the examinations in order to be acknowledged as having completed an Academy and to receive the Academy participation certificate.
- Cancellation Policy
- ◆ Registrations for academies are expected to be guaranteed by the federation that registers a coach. Cancelled registrations or changed registrations or "no-shows" at the time of the academy will be treated as follows.
 - Cancellation or change in advance of the registration deadline = no penalty
 - Cancellation or change between the registration deadline and three weeks of the start of the academy = a penalty of 50% of the registration fee.
 - Cancellation or change within three weeks of the start of the academy = a penalty of 100% of the registration fee.
 - The penalty can be waived if the coach cannot attend for reasons of health. A medical certificate is required as proof.

Academy Examinations and Academy Brevet Process

- Every Academy at every level concludes with discipline specific theoretical and practical examinations and/or assignments.

- Detailed information and procedures regarding the Examinations and Assignments will be provided during the opening session of each Academy and the necessary documents will be distributed at that time so that the participants will have time to prepare adequately.
- The FIG cannot and does not certify or license coaches, as this is the specific responsibility of the coach's Federation. For that reason, the FIG does not have a pass-fail status or criteria, but it does provide the full examination results to each coach's Federation for it to use as it deems appropriate. In rare cases, it is possible that the coach's results are so poor that they require that coach to redo a part or all of the examination or to deny that coach the Academy participation certificate, which essentially means that that Academy would have to be repeated. In any case, a coach may not progress to the next Level of the Academy Program unless a minimum score of 60% was achieved in the combined theory and practical examination.
- The FIG Coaching Brevet examination is available for eligible coaches at the conclusion of Level 3 Academies. The regulations regarding the FIG Coaching Brevet are:
 - ◆ *The candidate coach must be a currently active coach with gymnasts currently on the federation's Junior or Senior National Team.*
 - ◆ *The candidate coach must have coaching experience at the International level for at least the previous four years.*
 - ◆ *The candidate coaches' federation must, in the previous 5-years, have participated at a minimum of two (2) World Championships in the candidate's discipline.*
 - ◆ *The candidate coach must be specifically nominated by his federation a minimum of one-month in advance of the Level 3 Academy. The nomination must be accompanied by the candidate coach's CV. The FIG reserves the right to refuse nominations for coaches who have not achieved the necessary level or experience.*
 - ◆ *To qualify for the FIG Brevet, the candidate coach must:*
 - *Achieve a minimum of 85% on the combined theory and practical examinations held at the conclusion of the Academies.*
 - *Make a practical examination presentation that is more comprehensive and detailed than Level 3 candidates.*

Academy variations & delivery options – Academy camps, License, Olympic Solidarity

- With the approval of the FIG, it is possible to host regional or continental training camps for gymnasts and coaches in conjunction with an FIG Academy. The contents of the FIG Academy curriculum and examinations must be included as part of the camp under the direction of appointed FIG Experts. A camp is normally at least three to five days longer than a regular Academy so that the Academy content can be incorporated.
- Academies can be requested by Continental Unions that can use part of the FIG Development Fund for that Continent to partially fund participation and/or organization of the academy. The planned program and budgeted use for this fund must be approved by the FIG Executive Committee annually.
- With the approval of the FIG, it is possible to request multi-discipline academies. For such academies, the theory lectures can often be shared and the technical lectures separated.

- It will never be possible for the FIG to provide sufficient courses for the overwhelming majority of the world's coaches. For Federations without a formal Coaching Education Program and with large coaching populations, an ideal option is to request the use of the FIG curriculum and materials under license to the National Federation. The FIG will train the Federation's experts in the teaching of the curriculum and these national experts can then teach an unlimited number of courses within their Federation. This option is available only for Foundations Courses and for Levels 1 and 2. For more information please consult the FIG Academy License Policy document available on the FIG website.
- For the Olympic disciplines of Men's, Women's, Rhythmic, and Trampoline Gymnastics, it is possible to apply for an Olympic Solidarity Technical Course and combine this with an Academy. These applications must be approved by the NOC of the organizing country and also by the FIG. The Olympic solidarity Program normally pays for some of the participation costs and some of the experts' costs. More information is available from the FIG Office.

Information about FIG Experts

- On occasion, the FIG may approach member Federations to solicit the use of identified experts or request that known experts be trained as FIG Experts.
- Federations may request that certain of their expert sport scientists or gymnastics coaches be considered as FIG Experts for certain levels, subjects, or disciplines. Such requests must be sent to the FIG Office, which will then provide an official application form for the candidate and make a decision following a review of the candidate's background.

Attachments

- Academy Application Form
- Requirements for FIG Academies in ARTISTIC Gymnastics.
- Requirements for FIG Academies in AEROBIC Gymnastics.
- Requirements for FIG Academies in RHYTHMIC Gymnastics.
- Requirements for FIG Academies in TRAMPOLINE Gymnastics.
- Requirements for FIG Academies in ACROBATIC Gymnastics.

ACADEMY APPLICATION FORM

For FIG member Federations that wish to host an FIG Academy

Please note that this application must be received by the FIG Office at least 6 months in advance of the Academy

Name of Federation			
	E-mail		
	Telephone (s)		
	Fax		
Contact person for Academy			
	E-mail (s)		
	Telephone(s)		
	Fax		
ACADEMY INFORMATION			
Discipline: ART (MAG/WAG), ACR, AER, TRA, RG			
Level: L1, L2, L3			
Language: English, French, Spanish			
Location: City and country			
Possible list of countries to be invited			
DETAIL OF ACADEMY			
Preferred dates (<i>please provide 2-3 choices</i>)	1.	2.	3.
Venue for technical & practical lectures Name: Address: Telephone: Website:			
Venue for theory lectures Name: Address: Telephone: Website:			
Hotel/accommodation for participants Name: Address: Telephone: Website:			
Hotel/accommodation for FIG Experts Name: Address: Telephone: Website:			
BUDGET INFORMATION			
Please attach the budget information as outlined in the Academy Policy Document. Most important is: <ul style="list-style-type: none"> • The cost of accommodation and meals per participant with two per room occupancy. • The cost of accommodation for the FIG Experts – single occupancy • Other costs to be used to determine the participant fee: local transportation, closing dinner. 			
Signature and seal of Federation			Date of application

REQUIREMENTS FOR FIG ACADEMIES IN ARTISTIC GYMNASTICS

Facility needs

- A large contemporary and fully equipped training gymnasium for men and women. It is possible to have a separate gymnasium for men and women or a combined gymnasium.
- An adequately sized lecture hall with tables to accommodate up to 40 participants and up to six (6) FIG Experts.
- A small meeting room for the Experts on Day 1 for their meeting (equipped as listed below).

Artistic Gymnastics apparatus needs

- All competitive gymnastics apparatus for men and women in good condition.
- Trampoline and mini-trampoline
- Training aids such as adjustable horizontal bar (also with safety straps), mushrooms and floor level horses, floor level beams, single women's bar, adjustable rings, vault landing platform or stacking mats, foam pit(s), thick landing mats, several sets of parallel bars, etc.
- Miscellaneous hand apparatus – spotting belts, ropes, hoops, bungee cords, etc.
- Gymnastics conditioning and strength training equipment.

Artistic gymnast needs

- At least 4 male and 4 female artistic gymnasts who are capable of performing the pertinent gymnastics skills (depending on the Level of the Academy) and preparation for the skills with high quality.
- These male and female artistic gymnasts must be available at all times during the technical lectures.
- For the three-hour practical examination preparation in mid-week, there must be at least one gymnast for every two coaches. The identical gymnasts must be present also for the practical examination.

Audio-visual needs (for all days including examination day)

Note: Men's and Women's technical lectures will be held simultaneously in different training centres or some distance apart in the same training centre.

- 1 music sound system for WAG Choreography, Music and Artistic Preparation sessions.
- At least 2 small tables and chairs in the gymnasium for Experts' computers, projectors, papers, etc.
- 2 data projectors in the gymnasium—one for MAG and one for WAG. One of these projectors must also be available in the lecture hall.
- 2 large portable movie screens or a large white wall or large flat screen HDTV for MAG and WAG.
- 4 or 5 sets of extension cords with multi-plugs (and several of the Europe-America plug adaptors).
- At least 2 flip charts with several pens (if there is a white- or black-board, then appropriate pens for that).
- An extra light bulb should be available for the data projectors.

Administrative needs

- Continuous access to a high-speed Internet connection in the meeting room. The hotel room for the experts must include a high-speed Internet connection.
- A photocopy machine or easy access to one. The larger quantities to be copied might be better copied off-site.
- A USB compatible or wireless computer printer and the appropriate printer drivers and cables.
- The candidates will need to have some flip chart paper as well as appropriate pens for their examination presentations.

REQUIREMENTS FOR FIG ACADEMIES IN AEROBIC GYMNASTICS

Facility needs

- Two gymnasia:
 - 1 empty gymnasium of size at least 15 meters x 25 meters
 - 1 gymnasium with a variety of gymnastics apparatus or an empty gymnasium with this apparatus brought in (see list below)
- An adequately sized lecture hall with tables to accommodate up to 30 participants and up to six FIG Experts.
- A small meeting room for the Experts on Day 1 for their meeting (equipped as listed below).

Aerobic Gymnastics apparatus needs

- At least 4 springing apparatus – beat boards, mini-trampolines, etc.
- At least 4 vaulting apparatus – Swedish boxes, or buck horses, or old style vaulting horses.
- At least 6 large foam blocks or spotting blocks of various sizes.
- Gymnastics bars – 1 or more of uneven bars, parallel bars, and adjustable horizontal bar.
- Miscellaneous hand apparatus – ropes, hoops, bungee cords, etc.
- At least four sets of parallettes (small floor level parallel bars).
- At least 4 gymnastics or sports benches.
- Floor level mushroom for leg circle work.

Aerobic gymnast needs

- At least 10 high level aerobic gymnasts who are capable of performing the pertinent aerobic skills (depending on the Level of the Academy) with high quality.
- These aerobic gymnasts must be available at all times during the technical lectures.
- For the three-hour practical examination preparation in mid-week, there must be at least one gymnast for every two coaches. The identical gymnasts must be present also for the practical examination.

Audio-visual needs (for all days including examination day)

- 1 music sound system in each gymnasium (or 1 portable system)
- 2 small tables and chairs for Experts' computers, projectors, papers, etc.
- 1 data projector – available for the gym and for the lecture hall.
- 1 large portable movie screen, or large flat screen HDTV or a large white wall in each venue.
- 2 or 3 sets of extension cords with multi-plugs (and several of the Europe-America plug adaptors).
- At least 2 flip charts with several pens (if there is a white- or black-board, then appropriate pens for that).
- An extra light bulb should be available for the data projectors.

Administrative needs

- Continuous access to a high-speed Internet connection in the meeting room. The hotel room for the experts must include a high-speed Internet connection.
- A photocopy machine or easy access to one. The larger quantities to be copied might be better done off-site.
- A USB compatible or wireless computer printer and the appropriate printer drivers and cables.
- The candidates will need to have some flip chart paper as well as appropriate pens for their examination presentations.

REQUIREMENTS FOR FIG ACADEMIES IN TRAMPOLINE GYMNASTICS

Facility needs

- A large contemporary and fully equipped training gymnasium for the trampoline sports.
- An adequately sized lecture hall with tables to accommodate up to 20 participants and up to six FIG Experts.
- A small meeting room for the Experts (equipped with office equipment as listed below)

Trampoline Gymnastics apparatus needs

- Two complete competition quality trampolines with all spotting decks and mats. Included should be spotter mats for each trampoline and mats on the floor around the trampolines.
- At least one additional trampoline, preferably at floor level with a foam-landing pit.
- One competition quality Double Mini-Tramp with FIG competition landing area.
- One competition quality tumbling mat with FIG competition landing area.
- One overhead spotting belt system with twisting belt and several hand held spotting belts
- Training aids such as single mini-tramps, tumble-tracks, gymnastics mats and soft landing mats. An artistic gymnastics floor area would be advantageous.
- A variety of gymnastics equipment for handstands (parallettes, etc.).
- Gymnastics conditioning and strength training equipment; preferably also a single bar, a parallel bar and wall bars.

Trampoline gymnast needs

- At least 4 high level trampoline and tumbling gymnasts who are capable of performing the pertinent trampoline and/or tumbling skills (depending on the Level of the Academy) with high quality.
- These trampoline gymnasts must be available at all times during the technical lectures.
- For the three-hour practical examination preparation in mid-week, there must be at least one gymnast for every two coaches. The identical gymnasts must be present also for the practical examination.

Audio-visual needs (for all days including examination day)

- At least 2 small tables and chairs in the gymnasium for Experts' computers, projectors, papers, etc.
- 1 data projector – available for the gym and for the lecture hall.
- 1 large portable movie screen or large flat screen HDTV or a large white wall.
- 4 or 5 sets of extension cords with multi-plugs (and several of the Europe-America plug adaptors).
- At least 1 flip chart with several pens (if there is a white- or black-board, then appropriate pens for that).
- An extra light bulb should be available for the data projectors.

Administrative needs

- Continuous access to a high-speed Internet connection in the meeting room. The hotel room for the experts must include a high-speed Internet connection.
- A photocopy machine or easy access to one. The larger quantities to be copied might be better copied off-site.
- A USB compatible or wireless computer printer and the appropriate printer drivers and cables.
- The candidates will need to have some flip chart paper as well as appropriate pens for their examination presentations.

REQUIREMENTS FOR FIG ACADEMIES IN ACROBATIC GYMNASTICS

Facility needs

- A large contemporary and fully equipped training gymnasium for acrobatic gymnastics; a fully equipped artistic gymnastics training facility would be appropriate.
- An adequately sized lecture hall with tables to accommodate up to 20 participants and up to six FIG Experts.
- A small meeting room for the Experts on Day 1 for their meeting (equipped as listed below).

Acrobatic Gymnastics apparatus needs

- A tumbling floor and/or floor exercise area, 2 horizontal bars (one should be adjustable in height); parallel bars, multiple safety and landing mats of all sizes.
- Trampoline and mini-trampoline
- Training aids such as adjustable rings, climbing ropes, stacking mats, foam pit(s), thick landing mats, several sets of parallel bars, hand balancing apparatus and devices, etc.
- Miscellaneous hand apparatus – overhead spotting belt, hand-held spotting belts, ropes, hoops, bungee cords, etc.
- Gymnastics conditioning and strength training equipment.

Acrobatic gymnast needs

- For Level 1: At least 4 pairs (ideally 4 male + 4 female = 8 gymnasts) high-level acrobatic gymnasts who are capable of performing the pertinent skills (depending on the Level of the Academy) with high quality. For Levels 2 & 3: At least 5 pairs (ideally 5 male + 5 female = 10 gymnasts) of acrobatic gymnasts.
- These acrobatic gymnasts must be available at all times during the technical lectures.
- For the three-hour practical examination preparation in mid-week, there must be at least one gymnast for every two coaches. The identical gymnasts must be present also for the practical examination.

Audio-visual needs (for all days including examination day)

- 1 music sound system in each gymnasium (or 1 portable system)
- 1 data projector – available for the gym and for the lecture hall.
- 1 large portable movie screen or large flat screen HDTV or a large white wall (in each hall).
- 4 or 5 sets of extension cords with multi-plugs (and several of the Europe-America plug adaptors).
- At least 1 flip chart with several pens (if there is a white- or black-board, then appropriate pens for that).
- An extra light bulb should be available for the overhead projector and for the data projectors.

Administrative needs

- Continuous access to a high-speed Internet connection in the meeting room. The hotel room for the experts must include a high-speed Internet connection.
- A photocopy machine or easy access to one. The larger quantities to be copied might be better copied off-site.
- A USB compatible or wireless computer printer and the appropriate printer drivers and cables.
- The candidates will need to have some flip chart paper as well as appropriate pens for their examination presentations.

REQUIREMENTS FOR FIG ACADEMIES IN RHYTHMIC GYMNASTICS

Facility needs

- Two gymnasia:
 - 1 empty gymnasium or dance/ballet room with mirrors and ballet barre
 - 1 large contemporary rhythmic gymnastics training gymnasium or a sufficiently large hall with the required equipment brought in (minimum height = 8 meters)
- An adequately sized lecture hall with tables to accommodate up to 20 participants and up to six FIG Experts.
- A small meeting room for the Experts on Day 1 for their meeting (equipped as listed below).

Rhythmic Gymnastics apparatus needs

- An RG competition floor and or a carpet of 13mx13m
- Wall bars and ballet barre in same room with carpet
- At least 6 large foam blocks or spotting blocks of various sizes
- A variety of gymnastics mats for acrobatic elements
- Minimum 25 sets of each of the Rhythmic Gymnastics hand apparatus
- At least four sets of parallettes (small floor level parallel bars).
- At least 4 gymnastics or sports benches.

Rhythmic gymnast needs

- At least 10 high level rhythmic gymnasts who are capable of performing the pertinent rhythmic body and apparatus skills (depending on the Level of the Academy) with high quality.
- These rhythmic gymnasts must be available at all times during the technical lectures.
- For the three-hour practical examination preparation in mid-week, there must be at least one gymnast for every two coaches. The identical gymnasts must be present also for the practical examination.

Audio-visual needs (for all days including examination day)

- 1 music sound system in each gymnasium (or 1 portable system)
- 1 data projector – available for the gym and for the lecture hall.
- 1 large portable movie screen or a large white wall.
- 4 or 5 sets of extension cords with multi-plugs (and several of the Europe-America plug adaptors).
- At least 1 flip chart with several pens (if there is a white- or black-board, then appropriate pens for that).
- An extra light bulb should be available for the overhead projector and for the data projectors.

Administrative needs

- Continuous access to a high-speed Internet connection in the meeting room. The hotel room for the experts must include a high-speed Internet connection.
- A photocopy machine or easy access to one. The larger quantities to be copied might be better done off-site.
- A USB compatible or wireless computer printer and the appropriate printer drivers and cables.
- The candidates will need to have some flip chart paper as well as appropriate pens for their examination presentations.