

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



ID 16547

9TH FIG AER GYMNASTICS WORLD AGE GROUP COMPETITIONS
BAKU (AZE)
May 21-23, 2021



WORKPLAN

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FOREWORD

This work plan for the 9th FIG Aerobic Gymnastics World Age Group Competitions in Baku to be held from **May 21st until May 23rd 2021** has been developed between the FIG Headquarters, the FIG AER-TC and the Local Organising Committee (LOC) in accordance with the following FIG Regulations and Rules (as valid in 2020):

- Statutes
- Code of Ethics
- Technical Regulations
- Judges' Rules (General and Aerobic Gymnastics Specific)
- Aerobic Gymnastics Code of Points
- Aerobic Newsletters
- Apparatus Norms
- Advertising and Publicity Rules
- Rules for Accreditation
- Medical Organization of the FIG Competitions and Events during the COVID-19 pandemic
- FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events
- Anti-Doping Rules
- Regulations for Award Ceremonies
- Media Rules
- License Rules

and subsequent decisions of the FIG Executive Committee and AER Technical 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" (Art. 11.6 of the Technical Regulations).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, non-refundable entry fee, etc.) and the LOC will not be allowed to participate in these World Age Group Competitions.

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

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Coordinates of the FIG

FIG – Fédération Internationale de Gymnastique

Contact persons: Mr. Alexandre Cola and Mrs. Sylvie Martinet

Avenue de la Gare 12A

CH-1003 Lausanne

SWITZERLAND

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E-mail: acola@fig-gymnastics.org and smartinet@fig-gymnastics.org

Website: www.gymnastics.sport

FIG Officials

Jury of Appeal and the Supervisory Board President

Ali AL-HITMI

AER Technical Committee and Superior Jury

AER-TC Vice President	Svetlana LUKINA
AER-TC Vice President	Maria FUMEA
AER-TC member	Maria Eduarda DE OLIVEIRA POLI
AER-TC member	Jorge FILLON
Superior Jury Member in Artistic	Gloria GASTALDI
Superior Jury Member in Execution	Lefki FERENTINOU
Superior Jury Member in Difficulty	Monika WIETHOFF

AER Athletes' Representative	Dora HEGYI
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FIG Staff

FIG Sports Manager	Alexandre COLA
FIG Sports Manager	Sylvie MARTINET

TV – HOST BROADCASTER

Host Broadcaster	TV Director	Rovshan NOVRUZOV
	Host Broadcast Producer and International Broadcast Liaison	Murad JAFAROV

SmartScoring

Team Leader	Kamran RAMAZANOV
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2. LOCAL ORGANIZING COMMITTEE

Coordinates

The LOC of the 2021 Aerobic World Age Group Competitions

National Federation:

AZERBAIJAN GYMNASTICS FEDERATION

Contact Person: Ms. Fatima Shafizada

MGA - Milli Gimnastika Arenası (National Gymnastics Arena)

178 Heydar Aliyev Avenue, AZ-1029 BAKU Azerbaijan

Tel: +994 12 493 30 11 / Mob: +994 55 824 86 12

Fax: +994 12 493 95 00

E-mail: administration@agf.az

Website: www.agf.az

LOC Officials

Local Organizing Committee	
President	Mehriban ALIYEVA
Vice President	Azad RAHIMOV
Executive Director	Altay HASANOV
Competitions` Director	Nurlana MAMMADZADA
Administration	Natalya BULANOVA
Head of Secretariat	Fidan RUSTAMLI
Head of Finance	Shafiga YOLCHUYEVA
Head of Accreditation	Elmira ALIYEVA
Venue Manager	Viktoriya ABUSHOVA
Deputy Venue Manager	Farid MAMMADZADA
	Magsud FARZULLAYEV
	Narmina GULIYEVA

Head of Press	Sara ZEYNALOVA
Medical Officer and Head of Security	Namig BADIRKHANOV
Ceremonies` Director	Mariana VASILEVA
Marketing Managers	Inara ISRAFILBAYOVA Ramil JABBAROV Farhad AHMADBAYLI
Volunteer Work Manager	Khagani FARAJOV
Sport Presentation	Lala MAHARRAMOVA Angelina TIGIYEVA Fatima SHAFIZADA
Responsible for Transport	Rashid MAMMADOV
International Relations Manager	Mehman ALIYEV

LOC Office & Sport Information Center (SID)

The LOC Office (Level -2) and Sport Information Center (Level 0) will be located at the competition venue and will be in operation from May 18th until May 23rd, 2021. It will be open approximately 30 minutes before the start of the first training and 30 minutes after the last training / competition session.

The LOC phone number is as follows: +99477 641 9392
Emergency number (out-of-office hours): +99450 373 4565

Delegations' Mail Boxes will be set up at the SID.

A special "Mail Box" authority card will be issued during accreditation to each Head of Delegation or his/her Representative. This card must be shown by the Head of Delegation or his/her Representative when collecting new information from their Delegation' Mail Box. The Delegation member designated to collect the information from the Delegation' Mail Box will be required to sign each time he/she collects a document.

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution.

The relevant documents will be distributed electronically via SmartScoring.

All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email. Delegations will be requested to inform the LOC about the correct email address upon arrival.

In addition, all the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD will be collected for this purpose). Information desks and boards, including transport, will also be set up at each official hotels' lobby.

3. PROVISIONAL GENERAL SCHEDULE (SUBJECT TO CHANGES)

May 18 - Tuesday		
All day	Official arrival of the delegations Accreditations No official training is scheduled for this day. The delegations may request training (administration@agf.az) for this day which will be chargeable.	MGA (LOC Office / Accreditation Room, -2)
May 19 / Wednesday		
09:00-17:00	Training and Podium training WAGC	MGA (Training & Warm-up Hall, FoP, -2)
10:00-11:00	Orientation meeting WAGC	Virtual
17:15-18:15	Opening/Closing Ceremony Rehearsal (participation of gymnasts is compulsory)	MGA (FoP, -2)
May 20 / Thursday		
09:00-17:00	Training and Podium training WAGC	MGA (Training & Warm-up Hall, FoP, -2)
14:00-14:30	D judges draw,	Virtual
14:30-15:00	SmartScoring system instruction	Virtual
16:00-17:00	Judges and instruction A and E	Virtual
17:00-18:00	Judges instruction D and CJP	Virtual
May 21 / Friday		
10:45-11:15	Judges' meeting and draw	MGA (Judges' room -2)
Qualifications - Day 1		
11:45-12:00	Presentation of Nations	MGA (FoP)
12:00-12:55	IM 1 / IW 2	MGA (FoP)
13:05-14:20	TR 1 / IW 2	MGA (FoP)
15:10-16:10	MP 1 / TR 2	MGA (FoP)
16:15-16:30	Opening Ceremony	MGA (FoP)
May 22 / Saturday		
10:30-11:00	Judges' meeting and draw	MGA (Judges' room -2)
Qualifications - Day 2		
12:00-13:00	IW 1 / IM 2	MGA (FoP)
13:10-13:56	IW 1 / GR 2	MGA (FoP)
14:50-15:40	GR 1 / MP 2	MGA (FoP)
15:48-16:12	GR 1 / AD 2	MGA (FoP)
May 23 / Sunday		
10:00-10:30	Judges' meeting and draw	MGA (Judges' room -2)
12:00-12:05	Presentation of finalists	MGA (FoP)
12:05-12:45	Finals IW 1 / TR 2	MGA (FoP)
12:45-12:55	Medal Award Ceremony IW 1 / TR 2	MGA (FoP)
12:55-13:00	Presentation of finalists	MGA (FoP)
13:00-13:40	Finals IM 1 / MP 2	MGA (FoP)
13:40-13:50	Medal Award Ceremony IM 1 / MP 2	MGA (FoP)
13:50-13:55	Presentation of finalists	MGA (FoP)
13:55-14:35	Finals GR 1 / AD 2	MGA (FoP)
14:35-14:45	Medal Award Ceremony GR 1 / AD 2	MGA (FoP)
15:20-15:25	Presentation of finalists	MGA (FoP)
15:25-16:05	Finals IW 2 / TR 1	MGA (FoP)
16:05-16:15	Medal Award Ceremony IW 2 / TR 1	
16:15-16:20	Presentation of finalists	MGA (FoP)
16:20-17:00	Finals IM 2 / MP 1	MGA (FoP)
17:00-17:10	Medal Award Ceremony IM 2 / MP 1	MGA (FoP)

17:10-17:15	Presentation of finalists	MGA (FoP)
17:15-17:43	Finals GR 2	MGA (FoP)
17:43-17:48	Medal Award Ceremony GR 2	MGA (FoP)
17:48-18:03	Closing Ceremony	MGA (FoP)
May 24 / Monday		
All day	Official departure of WAGC	

**All timings are subject to slight alterations*

4. PARTICIPATION AND SIZE OF THE DELEGATIONS

Participation / Accreditation

Please refer to the Directives for details on the participation rights, maximum delegation size, supplementary accreditations, payment procedures and insurance deadlines.

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these World Age Group Competitions and who are not on this list must send to the FIG office (attention Mr. Loïc Vidmer at lvidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated into English or French and must complete the "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events" which can be downloaded from the FIG database after creating a profile for Medical Staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

FIG Accreditation rules have to be strictly respected and applied notably as far as the number of accreditations and transferable access cards (TAC) per federation is concerned. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Card at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC (if applied). The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member's transferable access card. The accreditation card is also necessary to pass the security controls.

Accreditations for the World Championships will not be valid for the World Age Group Competitions.

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case. Further steps are possible (e.g. case to be submitted to the Disciplinary Commission).

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (refer to the directives for the price).

The accreditation procedure will only be dealt and accepted from delegations, by the Head of Delegation, the Team Manager or any other person with the appendix 9 duly filled, stamped and signed by the National Federation President or Secretary General.

Transferable access cards (TAC)

The TACs are only transferable within the NF's official delegation and appropriate function.

They can only be used in conjunction with the primary accreditation card.

Lost or stolen transferable cards shall not be replaced.

According to FIG Accreditation Rules, during competition days, to access Zone 1 (Field of Play - FOP) all coaches will need to present – in conjunction with their primary accreditation card – a TAC.

To access to Zone 3 (warm-up hall), team managers and heads of delegations will need to present – in conjunction with their primary accreditation card – a TAC.

All delegations will be allocated a number of Zones 1 and 3 TAC respecting FIG Accreditation Rules.

Delegation Seating

The delegations' members must sit together with the entire of their delegation, not mixing with any other delegation and must observe 1,5 m social distance due to COVID-19 global pandemic and wear masks at all time.

Media Accreditation

For Media accreditation, please see point 24.

5. NOMINATIVE REGISTRATIONS

On-line Nominative Registrations

Please note that the order of filling in the Nominative entry form have established the place of the gymnasts, pairs, trios and groups against his/her country and the number of the starting order. Please, refer to the Starting order (see Appendix 2).

First gymnasts, pairs, trios and groups will get the number 1, second gymnasts, pairs, trios and groups the number 2. **No changes will be allowed.**

Music

All the music shall be uploaded on SmartScoring digital platform, only format MP3 as soon as possible. The LOC will contact the Federation which have not finalized the procedure.

Specific name: please refer to the directives

During the Competitions all music will be played by computer only. It is the responsibility of each delegation to ensure that the correct music is played for the respective gymnasts / unit.

The Head Delegation and /or coach will have to confirm by signing that it is the correct music corresponding to the gymnast / unit during the podium training of their delegation.

Fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF 1'000
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Change of Starts list

- If gymnasts get injured or ill before the arrival at the place of the competition (between the Nominative Registration and the Accreditation), the injured or sick gymnasts can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).
- In the case of injuries or illness between the time of accreditation and until 24 hours prior to the beginning of the respective Qualifications, the Federation is allowed to change accreditations. The gymnast injured or ill must return his/her accreditation and another gymnast can be accredited. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).
- 60 min prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG / LOC medical doctor), a gymnast can be substituted. The substitute shall take exactly the same place as the replaced gymnast. The FIG and the LOC must be informed immediately (Appendix 5).

In all above mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).

- After 24 hours prior to the beginning of Qualification, no accreditations can be changed. The 24 hour period is from the start of the day of the respective Qualification.
- In case a Federation withdraws a gymnast/unit from the Qualification Round, his place in the starting order will not be taken by the next gymnast from the same Federation. I.e. if NED-1 is withdrawn the NED-1 place will remain “empty”.

6. VENUE AND HALLS

Competition Venue details

For general layout of the offices, seats, training area, warm-up area and Field of Play (FOP) please see Appendix 1.

Please note that the entire venue complex is a non-smoking area.

7. TRAINING FORMAT AND SCHEDULE

Official Training Schedule

The Official training schedules (Appendix 3a, to be given later) have been structured in groups and subdivisions in accordance with the Technical Regulations

Delegations must respect the designated training times and the allocated training floors.

Detailed competition schedules (Appendix 3b, to be given later) will be sent shortly after the nominative deadline in order to respect the 10 min rules.

Changes to the official scheduled training hours will not be accepted and Delegations will be responsible for following the official training schedules.

Access to the competition hall and to the training locations will be given only to the members of the delegation wearing their accreditation and only during their respective training times.

The judges have no access to the training and warm-up hall.

Podium Training

The podium trainings will be held in accordance with the schedules as published.

During the podium trainings in the official competition hall, the original music, uploaded in the LOC platform will be played.

In order to be well prepared and not loose time, each Federation is requested to fill in the attached “Order for training” form (Appendix 4) and present it to the LOC during the Accreditation.

Training for finalists

This training is available only **for Finalists** in the training hall as follows:

- Saturday May 22nd, 2021 – WAGC – IM 1 / MP 1 / TR 1 and IW 2 / TR 2

After the qualification a training timetable for FINALISTS will be communicated to all federations.

8. COMPETITION FORMAT AND SCHEDULE

General Principles

The Competition Director will be in charge of the competitions, warm-ups, and training areas. All instructions given must be strictly observed, especially during TV broadcast (i.e. in relation with the marching in and out, Kiss & Cry, etc.).

During competition on the FOP, gymnasts, coaches, and judges are absolutely prohibited from using any electronic device to talk, transmit or receive messages (mobile phones, mini-notebooks, computers, etc.) or use any camera or video device.

As per COVID-19 pandemic, the flow of the gymnasts/units during training and competition days, before entering the competition floor will be changed.

Gymnasts/units will be requested to remain on the same floors (competition and marked floor) for their training with and without music (adequate music system will be provided on every floor).

This will be reflected in the competition schedule which will be distributed to all Federations after the nominative registration.

Drawing of Lots

Based on the drawing of lots the starting order in the different categories has been established. The starting order per gymnasts/units will be according to the nominative registrations made by the member Federations, where the gymnasts/pairs/groups are written down from 1 to 2.

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Baku. At the completion of the Qualifications, a list of the qualified gymnasts (IM / IW / MP / TR / GR / AD (only AG 2)) for the finals of the World Age Group Competitions will be published at Sport information Center of the Competition hall and in the hotels as well as send to the head of delegations.

Starting Order

The FIG, in consultation with the TC and the LOC reserves the right to apply minor adjustments to the draw and starting order after the nominative registrations received in order to avoid competition schedules problems.

9. CEREMONIES

For all presentations of nations (8 counts), the Opening ceremony and Award Ceremonies, all competitors must wear their National track suit.

Presentation of Nations (8 counts)

The Opening performance will take place at MGA the official podium **and participation is compulsory for all nations taking part in the event.**

For specific timing, please refer to the general schedule.

The Nations will be presented by the competitors during 16-counts (two eights).

Further detailed information will be given during the Orientation Meeting.

Official Opening Ceremony

The Official Opening Ceremony will take place in the MGA Arena on the official podium **and participation from the gymnasts is not requested**

For specific timing, please refer to the general schedule.

Further detailed information will be given during the Orientation Meeting.

Presentation of the Finalists:

FIG together with the LOC will make a presentation of the finalists (in all categories and Age Groups).

Presence for all finalists is compulsory.

Dress code is competition attire.

Timing is already considered in the schedule.

More information about dress code, meeting point and circulation will be given at the orientation meeting.

Award Ceremonies

The awards ceremonies will be held as per the schedule of this work plan and carried out in accordance with the FIG Regulations for Award Ceremonies.

The competitors requested to attend the awards ceremonies are:

- Individual Men, Individual Women, Mixed Pairs, Trios, Groups, AER Dance Groups: ranked 1st to 3rd in the World Age Group Competitions.

The gymnast(s) must be on time for the award ceremony as advised according to the schedule. A gymnast or a unit who is absent with unjustified reason will be disqualified.

Dress code: National tracksuit

The national flags of the best 3 competitor(s) per category will be hoisted and the national anthem of the winner(s) will be played.

Closing Ceremony

The Closing Ceremony will be part of the final session of the WAGC Finals in the MGA Arena on the official podium.

For specific timing, please refer to the general schedule.

10. FIG CERTIFIED EQUIPMENT

Aerobic Floor:

Floor Supplier: FIG ID: 254

11. JUDGES' PANELS, SUPERIOR JURY AND JURY OF APPEAL

For all Judges' draws, please refer to AER specific Judges rules, edition 2017 (valid 2021).

World Age Group Competitions

The Chairs of Judges' Panels for the World Age Group Competitions have been communicated to the respective National Federations following the AER TC meeting in Lausanne (SUI) in November 2019.

- Panel A:**

CJP: Alina DRAGAN (ROU)

- Panel B:**

CJP: Andrea SINKO (HUN)

D judges (2 per panel) will be drawn on the first judges' instruction and will remain for the entire competition.

All E- (6 per panel) and A- Judges (6 per panel) together with the Line and Time Judges for the respective Qualifications and Finals will be drawn the day of each competition.

The drawn D judges will remain for the entire competition.

In the draw of the judges for the Finals, if possible, only E-, A-, Line- and Time judges whose Federations are not represented in the Final or have not a No 1 reserve competitor, will participate.

The drawing of lots will take part the day of each Final.

Superior Jury

The Superior Jury will consist as follows:

President:	Svetlana LUKINA (FIG AER TC VP)
Assistant:	Dora HEGYI (Athletes' Representative)
Artistic:	Jorge FILION (FIG AER TC Member)
	Gloria GASTALDI (Superior Jury Member)
Execution:	Maria Eduarda DE OLIVEIRA POLI (FIG AER TC Member)
	Lefki FERENTINOU (Superior Jury Member)
Difficulty:	Maria FUMEA (FIG AER TC VP)
	Monika WIETHOFF (Superior Jury Member)

Jury of Appeal and Supervisory Board

The Jury of Appeal will consist of two members and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

President	Member	Member
Ali AL-HITMI	To be named on site if required	To be named on site if required

12. SCORING

Scoring will be carried out by local SmartScoring brand. Video Control system will be provided. Online scoring will be available on the following link: <https://www.smartscoreing.com/en/>

Competition results will be sent to the e-mail addresses of a responsible person of each delegation provided at the Accreditation.

13. INQUIRIES

Please refer to Technical Regulations, Section 1, Reg. 8.4.

Inquiries for the difficulty scores will be allowed provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the routine/pass of the following unit. For the last unit of a rotation, this limit is one minute after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure.

In case two (2) categories are judged alternatively (by two (2) panels or one single panel) the inquiry must be made before the score of the following gymnast or unit of the same category is shown.

Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected.

A Federation will not be allowed to complain against a unit from another Federation. Inquiries for all other marks (i.e Execution, Artistic/score, etc.) will not be allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and requires an agreement of payment of CHF 300.- for the first complaint; CHF 500.- for the second complaint and CHF 1'000.- for the third complaint.

Federations are not requested to pay cash.

Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

Should the inquiry prove to be correct and be accepted, this sum will not be invoiced by FIG to the Federation. Otherwise, the sum will be invoiced by FIG to the Federation and will be transferred to the FIG Foundation for Solidarity.

Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:

- at the end of the rotation for the qualifying competitions
- before the score of the following gymnast is shown for finals.

14. MEETINGS AND INSTRUCTIONS

It is highly recommended that the Head of Delegation, the judges and any other accredited person who will follow meetings to take their personal computer and/or tablet with them to Baku. Many meetings will be held online and the LOC will not provide any computer/tablet.

It is therefore the responsibility of the respective person to have the necessary support to follow those meetings.

Orientation Meeting

Please refer to the General Schedule.

The Orientation Meeting will be held online as per the general schedule. Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers of the Heads of Delegations (responsible persons) provided by the delegations during the accreditation.

Please note that attendance is compulsory for every delegation.

The participants will be able to ask their questions at the end of the meetings as usual.

Judges may not represent their country at the Orientation Meeting.

In case a federation is composed only by a gymnast and a judge, the gymnast must attend the orientation meeting.

Important information about the organization of these World Age Group Competitions will be given by the LOC and the FIG. This Meeting will be held exclusively in English. As per Technical Regulations, Section 1, Reg. 5.12 unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.

For specific timing, please refer to the general schedule.

Judges' Instructions, Meetings, Briefings and Draws

Access codes to join the various meetings will be sent to the email addresses and WhatsApp numbers of the respective Head of Delegation provided by the delegations during the accreditation. It is afterwards their responsibility to share it to their corresponding delegation members.

All registered judges are required to take part in the judge's instructions, subsequent meetings and draws.

Please refer to the general schedule.

Please note that the D judge's draw and the SmartScoring instruction will be online and the corresponding judges shall join the draw from their hotel rooms.

The corresponding judges will receive an access codes to join the meeting which will be sent to the e-mail addresses and WhatsApp numbers of the Head of Delegation provided by the delegations during the accreditation.

The CJP, D, E and A instruction will be online.

For the Judges' Instruction, the judges shall join the Instruction from their hotel rooms. Access codes to join the meeting will be sent to the email addresses and WhatsApp numbers of the Head of Delegation provided by the delegations during the accreditation.

Judges Briefings and Draws scheduled for May 21, 22 & 23 will be held at the judges' meetings room (Level -2) as per the general schedule.

Judges who do not participate in the judges' meetings/instructions/draws will not be authorized to judge, will receive warnings and possibly other sanctions as well.

The judges must respect the dress code mentioned in the Code of Points.

TC Meeting and Video Analysis

A continued evaluation will be carried out by the Superior Jury (Technical Committee). This will be done by observation and scoring by the responsible members of the SJ during the competitions and by analysis from videos after the competitions by the Technical Committee.

Scoring: Smartscoring instructions

The scoring Instruction will be held online, for specific timing, please refer to the general schedule. The judges shall join the Instruction from their hotel rooms.

All judges must be present.

15. TRANSPORTATION AND VISA

Please refer to the Directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and deadlines.

Arrival

The LOC personnel will be present at all arrival points with greeting signs to welcome the Delegation members. Delegations will be requested to make their ways to meet with them.

Upon arrival, all the delegations will be informed of the time of accreditation assigned for them according to the Accreditation schedule made by the LOC.

Departure

If entitled, transportation will be coordinated by the LOC from the official hotels to the departure area based on the information collected from the Delegations and confirmed by the Head of Delegation during the accreditation. A detailed schedule for departures will be displayed on the board at the official hotels and will be posted on the mobile application.

Accreditation cards will not give the possibility to use the public transports in Baku.

Transportation Managers will be present at the SID and at the pick-up/drop off areas. The transport office phone number (printed on the back of each delegate's accreditation card) is:

+99455 918 8040

International Transportation

The travel to Baku will be at each delegation's own expenses. The FIG and the LOC strongly recommend that each Federation take cancellation insurance for their international transportation.

Arrival and departure in Baku

Accredited team delegations who:

- will arrive and depart on the official arrival and departure dates

have filled-in the online LOC platform will be provided with local transport from Heydar Aliyev International Airport (GYD) to the official hotels based on the information received.

The LOC will contact the Federation which have not finalized the procedure.

This service from the airport to the Accreditation Center and official hotels will be guaranteed by the LOC. Upon receipt of the travel information, further instructions will be provided to the Delegations as required.

For those Delegations or member of Delegations that do not arrive on the official arrival day as mentioned on the general schedule, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

Buses will be available for the local transportation of all accredited persons from the official hotels to the training, warm-up, and competitions venues (following the competition, warm-up, training and meeting schedules) and back as needed.

Buses timetables will be provided to the Heads of Delegation upon arrival and will also be available at the Information desk and on display at the official hotels.

Visa

Please refer to the information given in the directives and Section 21 / Paragraph 3 of the present Work Plan.

16. INSURANCE

Refer to the Directives and Section 21 of the present Work Plan.

17. ACCREDITATION

Procedure

Please refer to point 4.

Transferable Access Cards

Please refer to FIG Accreditation rules and the directives.

Accreditation center

The accreditation center is located at the MGA – LOC office (please refer to point 2).

No additional accreditations may be issued without the prior approval of FIG (for changes after the on-line nominative registration (please refer to Appendix 5 and Appendix 8).

Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

If a delegation decides to complete the accreditation procedure at another moment, the LOC will try to help as soon as possible. The LOC however will give priority to those countries who arrive at the agreed time and those delegations who fulfilled their financial obligations.

As mentioned in the Directives, the Federations must submit online picture for each of their delegation member to the LOC via SmartScoring digital platform

The LOC will contact the Federation which have not finalized the procedure

The picture requirements are as follows:

Requirements for each identity color photo:

- Identity: country code_function_full name, for example: CHN_Team Manager_LI Haoyang
- File format : .jpg or .jpeg
- Dimensions : 350 mm x 450mm or 276 pixels wide x 354 pixels high

 If a photo has to be taken during the accreditation because none has been sent, or sent in the unofficial requested format, there will be a charge of **10 Euro for each photo taken at the accreditation desk. The LOC will contact the Federation which have not finalized the procedure.**

The member's profile made without pictures will not be handled with priority. You may wait at the accreditation center.

If there are any changes, the definitive work plan, starting order, and schedules will be sent to the Head of Delegations via email addresses and WhatsApp numbers provided at the Accreditation.

Control and distribution of required documents and material

The gymnasts will furthermore be requested to present to the LOC their FIG License (in addition to their valid passport) for further age control as well as for anti-doping purposes.

The National Federations are requested to submit passport copies of each members of their delegation to the LOC online via the SmartScoring digital platform.

The LOC will contact the Federation which have not finalized the procedure

Control and Distribution of the Required Material

Upon accreditation Heads of Delegations or their representatives (max 2 persons due to the current COVID-19 pandemic) will be requested to:

- check the correct names of their complete Delegation members
- present to the LOC a valid passport of all Delegation members for proof of identity and control of Nationality.
- confirm the NF contact details onsite (e-mail and mobile phone) for proper delivery of the gymnasts' start lists, judges' lists and results)
- hand in copies of the passport of the gymnasts (if not uploaded online into the LOC system)
- prove of the fulfilment of all financial obligations to the LOC and finalize the necessary payments if needed (i.e. insurance, additional accreditation, etc.)
- verify the accommodation and meal requirements
- verify the return flight schedules
- submit proof of the cover note or photocopy of the valid insurance policy in English
- Hand in the filled in advance order for podium trainings WAGC (Appendix 4) – this order will be followed only during the podium trainings in the competition hall.
- confirm the accuracy of the Federation National Anthem and National Flag presented by the LOC, and sign the relevant form
- confirm the accuracy of the Music uploaded on the LOC digital platform
- hand in 2 back up CDs (2 CDs per gymnast/unit and per category) for safety reasons or in case of technical problems
- Distribution of log-in details to the Heads of Delegations to access mobile APP
- **No Difficulty Sheets are needed for the World Age Group Competitions.**

The Head of delegation/delegation members have to bring his/her own workplan and any other appendices.

18. ACCOMMODATION

There are some changes occurred in the list of official hotels.

Official FIG hotel:

JW Marriott Absheron Baku Hotel 5*
674 Azadliq Square, Baku 1000
Tel.: +99412 499 88 88
Website: <https://www.marriott.com/hotels/travel/gydjw-jw-marriott-absheron-baku/>

The prices are the same as it was for the Midtown hotel indicated in the Directives, including the prices of meal as well.

Hotels for Delegations:

JW Marriott Absheron Baku Hotel 5*
674 Azadliq Square, Baku 1000
Tel.: +99412 499 88 88
Website: <https://www.marriott.com/hotels/travel/gydjw-jw-marriott-absheron-baku/>

The prices are the same as it was for the Midtown hotel indicated in the Directives.

Boulevard Hotel 4*

Khagani Rustamov street 4C, AZ1010, Baku
Tel.: +99412 310 0010
Website: www.boulevardhotelbaku.com

The prices are the same as it was indicated in the Directives.

Park Inn By Radisson Baku Hotel 4*

Azadlig Avenue 1, AZ1000 Baku
Tel.: +994 12 490 6000
Website: <http://www.rezidorparkinn.com>

The prices are the same as it was indicated in the Directives.

Emerald Hotel 3*

4 Mehdi Abbasov st. Baku, Azerbaijan
Tel.: +99412 520 4144
The prices are the same as it was indicated in the Directives.

Caspian Sport Hotel (located on the opposite side of the competition venue)

This sport hotel located within the area of the Athletes' Village used during the Baku 2015 First European Games, offers rooms like at the standard Olympic Village with single, twin, triple and quadruple occupancy with separate or shared bathroom.

The costs per room per night at Caspian Sport Hotel are as follows:

Single standard room	EUR 55
Twin room (separate bathroom)	EUR 55
Twin room (shared bathroom)	EUR 50

The prices are indicated per room. The prices of meal: Lunch – EUR 15, Dinner – EUR 15

Hotel payment: Please refer to the directives.

Cancellation policy: Please refer to the directives.

Check In Procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary information to the LOC online via SmartScoring digital platform. The room keys and hotel information will be distributed to the delegation upon their hotel check-in.

Credit cards imprints may be made to cover all incidental costs during the individuals' stay.

Check-in time at official hotels is 14:00.

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

Check out Procedures

All extra services at the hotel should be paid by the delegations during the check-out. Delegations will be responsible for all extra costs incurred.

The check-out time at official hotels is 11:00.

LOC recommend to do the respective check out at least one hour before the scheduled transportation to the airport.

19. MEALS

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures as well as cancellation policy, and Section 21.1 / Paragraph 2 of the present Work Plan (COVID-19 Measures) including deadline for submission and payment.

The LOC will contact the Federation which have not finalized the procedure.

Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing provided that the delegations sent their meal request on due time:

- Breakfast from 06:00 to 10:00

At the official Hotels:

- Lunch from 13:00 to 16:00
- Dinner from 19:00 to 22:00

At the MGA Arena:

- Lunch from 13:00 to 16:00
- Dinner from 18:00 to 20:00

As delegations were asked to book their meals at the official hotels MGA through the LOC via SmartScoring digital platform they will receive the meal vouchers during the accreditation procedure and then use them at the respective Hotel or at the MGA Arena depending on their request. The delegations who reserved lunches may request the LOC to arrange lunch boxes one day prior to their actual need depending on the training / competition schedule.

The LOC will provide the Delegations with free water bottles in the training and in the warm-up hall. The LOC will provide the judges throughout the event with refreshments considering the precaution related COVID pandemic situation in the judges' room.

The LOC will provide the judges on duty on competition days with free lunch.

Due to the preventive measures connected with COVID-19, there will be no farewell banquet.

20. MEDICAL SERVICES

The medical service is provided by the LOC according to the [Medical Organization of the FIG Competitions and Events](#).

Please refer to Appendix 11.

Kindly refer also to the insurance coverage details available at:

<https://www.gymnastics.sport/site/pages/medical-insurance.php>

Upon the World Age Group Competitions accreditation, the document "Medical and anti-doping practical information" will be handed out to each delegation. It contains information regarding the access to medical care and mentions useful contact details in case of emergency.

21. COVID-19 MEASURES

These World Age Group Competitions will be organized according to the FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic and additional measures agreed between the FIG and LOC.

In order to minimize the risk of spread of COVID-19, the competitions will be held without spectators. There will be no operation of Athletes' Lounge and VIP Zone. The Mixed Zone will be operated remotely. For details see Point 30.

21.1 Before arrival

- 1) All the participating delegations are required to reserve rooms at official hotels through the LOC and use the transport means provided by the LOC, which is very important nowadays.
- 2) All the participating delegations are required to order meals (both lunch and dinner as the breakfast is included into the accommodation cost) through the LOC at the hotels (lunch & dinner) or competition venue (lunch).
- 3) The special Authorization will be provided to the delegations' members participating in the events provided that they have uploaded the passport copies of all the members of their delegations into the LOC online platform. This also concerns the countries who did not need any visa to enter Azerbaijan before the pandemic. In the pandemic period, every foreigner entering the country needs a special Authorization. According to this Authorization to be sent to the participating Federations (delegation members will get visas upon arrival at the airport).
- 4) All passengers flying to the Republic of Azerbaijan must have a **printed medical certificate** with a negative coronavirus (COVID-19) PCR test result issued at most 48 hours before departure of flight to Azerbaijan. Vaccinated participants also must be tested. For more details, please see Appendix 14 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic).
- 5) The medical certificate with a negative coronavirus (COVID-19) PCR test result issued at most 48 hours before departure shall be submitted to the LOC for each member of the participating delegations at the accreditation. The costs for these tests shall be borne by the participating Federations.
- 6) **Every person who arrives in Baku (AZE) to participate in the World Age Group Competitions must fill out Medical Form for Health Monitoring of Participants (see Appendix 13) regardless of his/her status and position.**

This form will reflect the monitoring of the health status of each person arriving to Baku for the last 10 days before the PCR test day taken for arrival in Baku. The Form can also be completed by the participating Federations' responsible persons (e.g. team doctor) who monitors the health of athletes and team members. The information requested in the Form should be typed only. PDF format must be returned electronically to the LOC (email address: events@agf.az) no later than the PCR test date taken for arrival in Baku.

- 7) National Federations shall have a health insurance for each member of their delegations covering the treatment of the COVID-19 disease, which shall be submitted to the LOC during the accreditation. If any person has positive PCR COVID-19 test result after the arrival to Baku without any symptoms and no need to be hospitalized, this person will have a 14-day quarantine at the hotel. If the insurance does not cover these quarantine costs, the participating Federations shall bear these costs (accommodation and meals) of 14-day quarantine at the hotel.

Athletes and judges have FIG's IMSSA insurance which covers the costs of COVID-19 disease's treatment (outpatient or hospitalization) provided that the two tests required (on departure from the home country and arrival to Baku) have been carried out and have been negative. IMSSA insurance does not cover other costs (accommodation and meal) connected with 14-day quarantine rather than treatment of COVID-19 disease.

- 8) Any person participating in the competition should not have any close sustained contact with anyone who is sick within 14 days before the arrival to the event (see Appendix 14 - AGF Safety Procedures for International Competitions during COVID-19 Pandemic).
- 9) No chalk (either powder or liquid) will be provided by the LOC. The delegations may bring only liquid chalk, if they actually need it. No powder chalk will be allowed in the arena.

21.1 During their stay in Baku:

- 1) All the participants arrived in Baku with a negative PCR test result, will have the quick COVID-19 test upon arrival in one of the official hotels indicated in the Directives. Vaccinated participants will also be tested. No accreditation will be issued without negative quick COVID-19 test result. The result of the test will be known in 30 minutes. The price of this quick test taken at the hotel is EUR 25 and should be reimbursed to the LOC by the participating Federations. If quick COVID-19 test is positive the confirming, PCR test will be conducted. The price for PCR test is EUR 55 and must be covered by the participating delegations.

Please see Appendix 14 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic) for detailed procedures.

- 2) In order to minimize the risk of spread of COVID-19 disease, it is strongly recommended to the participating delegations not to leave their hotels out of competition purposes, i.e. for walking, eating / going restaurants / meeting with their friends outside the hotel and etc.
- 3) As per the current regulations in Azerbaijan, wearing mask is compulsory both indoor & outdoor. The distance of 1,5 meter shall always be observed. Don't leave your used mask anywhere, be sure to put it in the trash can.
- 4) Please make sure that all the members of your delegation are familiar with the content of e-help book prepared by the LOC (Appendix 15).
- 5) All the participants will have the PCR COVID-19 test on the day before departure as passengers who have been tested for COVID-19 within 48 hours prior to departure and have negative test results are allowed to fly by producing a valid certificate. Vaccinated participants will also be tested. All athletes \ participants will be informed about their testing day. PCR testing procedure will be executed at delegation's hotels. The participants will wait for PCR COVID-19 test result in the hotel room. The costs (EUR 55) for this test shall be covered by the participating Federations.

Please see Appendix 14 (AGF Safety Procedures for International Competitions during COVID-19 Pandemic) for detailed procedures.

- 6) Additional tests will be repeated if the individual subsequently has had a close contact with someone with documented COVID-19 infection or develops signs or symptoms of COVID- 19 infection. The costs of these tests will be covered by the participating delegations.
- 7) All the participants/members of the delegations will be screened at the entrance every time they access to the competition/training venue. If a body temperature is 37.5°C and above or she/he has some other symptoms of COVID-19, entry to the competition / training venue is prohibited. The LOC and the medical working team for COVID-19 can reject entrance to the venue to anyone who poses a risk of COVID-19 transmission.
- 8) The details of relevant procedures are specified in the AGF Safety Procedures for International Competitions during COVID-19 Pandemic (Appendix 14).
- 9) Participants having signs or symptoms of COVID-19 during the event, should immediately contact the event medical team to arrange the evaluation.

- 10) The costs for tests and all the subsequent payments connected with the COVID-19 disease and measures can be made by the participating Federations in cash or via bank transfer.
- 11) Due to the preventive measures connected with COVID-19, the passengers shall come to the airport 4 hours prior to the departure. The LOC will inform the participants about the time leaving the official hotel accordingly.

21.3 After departure from Baku

All participants must monitor their health condition for at least 14 days after the competition.

If anyone tests positive for COVID-19 within the monitoring period, he or she must report the result to the LOC. The LOC will trace and check the health condition of any close-contact persons and other participants.

22. ANTI DOPING CONTROL AND THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, anti-doping control will be organized according to the valid WADA Code, Standards and FIG Anti-Doping Rules, ITA Testing Guidelines for In Competition Testing during the COVID-19 affected period – FIG.

The anti-doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition.

No TUE request will be accepted nor approved on spot, except for duly justified emergency cases.

Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org

23. MEDIA ACCREDITATION

Media accreditation for the World Age Group Competitions is handled by the LOC. Please contact LOC Sara Zeynalova at media@agf.az.

The FIG Accreditation Rules and Media Rules have to be strictly respected.

24. MEDIA POSITIONS

Mixed Zone

Gymnasts must exit the Field of Play (FOP) through the Mixed Zone after podium training sessions and competitions. Athletes who have been requested for an interview by the accredited media will be accompanied to an interview room, where the interviews will be held remotely online. Federations are responsible for the proper and timely appearance of their medallists in the Mixed Zone.

There is no obligation for a gymnast to agree to the interview requests, however, cooperation with the press is most appreciated.

Training halls

No media are allowed in the training halls.

Warm-up halls

Warm-up halls are a No Go Zone for the media. Access will not be authorised.

Podium training

All accredited media representatives have access to the official podium training sessions in the designated zones (photographer positions and media tribune). ENR card holders are accepted with cameras.

Kiss and Cry Area

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

Award ceremonies

After the playing of the national anthem, gymnasts are requested to face all directions, together, to allow photographers to take photos of all medallists.

25. PUBLICITY ON COMPETITION ATTIRE

Publicity and National Emblem Rules on attire and equipment must be strictly respected as per FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the Publicity form (Appendix 12) if deemed necessary by **May 11th, 2021** in order to have it approved.

Please refer to the Directives for additional information on the Publicity Rule Chart and contact details.

26. ATHLETES' IMAGES

The LOC will take pictures of athletes for their display on the screen by SmartScoring during the competitions.

The images will be shown on the scoreboards and video screen in the competition hall and during the TV broadcast.

The photo session for all gymnasts will be organised during the podium training days at Green Room (MGA, Level -2) on May 19 & 20, 2021. The gymnasts should follow the instructions of volunteers for this purpose.

27. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS

From the official date of arrival until the official day of departure of the event, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or e-mail a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

There will be one LOC Safeguarding Officer as well as one person from the FIG. The contacts will be communicated upon arrival of the delegations.

The FIG contact number is: +37 254 442 282 and will be reachable from the accreditation day and you reach it also via WhatsApp.

28. TELEVISION

Live television production of the finals is guaranteed. Competitors are requested to strictly follow the instructions of the Local Organising Committee.

Please use the link below to follow the event.

<http://gymtv.online/user/playlist/>

29. CAMERAS AND VIDEO-RECORDING

In order to protect television rights, personal video or TV cameras and recording in the competition hall including from the spectators' and delegation seating is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and/or publishing any such video and/or sound recordings including on social media and the internet. The only exceptions are the host broadcaster, rights holders

Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

30. SPONSOR ACTIVATION AREA

Information will be given by the LOC closer to the event.

31. WEBSITES & SOCIAL MEDIA

- FIG website: www.gymnastics.sport
- LOC website: <https://adaf.az/en/competitions/the-16th-aerobic-gymnastics-wo-209>

Facebook: <https://www.facebook.com/azegymnastics>

Instagram: <https://www.instagram.com/azegymnastics/>

Twitter: <https://twitter.com/AzeGymnastics>
Youtube: <https://www.youtube.com/c/AzerbaijanGymnasticsFederation/featured>
TikTok: <https://www.tiktok.com/@azerbaijangymnastics?lang=ru-RU>
Telegram: <https://t.me/azegymnastics>

32. MISCELLANEOUS

Currency:

The AZE currency is the Azerbaijani manat. For more information, please, visit: <http://www.cbar.az/>

Power supply:

Voltage 220 volts; frequency 50 Hz. An adapter might be needed.



GMT: UTC + 4 Hr

Temperature

Average minimum: 15 °C
Average maximum: 24 °C

33. SUMMARY OF THE REMAINING DEADLINES

FOR THE LOC

Information / documents / requests to be submitted to the Local Organizing Committee online)	Deadline
Visa request	The LOC will contact the Federation which have not finalized the procedure
Meals order	
Music Release form	
Music	
Pictures & passport copies to be send to the LOC	
Media accreditation	

34. APPENDICES

- Appendix 1: Plans of the competition venue
- Appendix 2: Results of drawing of lots
- Appendix 3: Complete schedules (to be given later)
- Appendix 4: Order for podium trainings
- Appendix 5: Change of start list
- Appendix 6: Inquiry form
- Appendix 7: Gymnast Injury Report Form
- Appendix 8: Request for Accreditation Changes
- Appendix 9: Accreditation Release Form
- Appendix 10: Medical organization of the FIG competitions and events
- Appendix 11: First Class Assistance for Athletes and Judges
- Appendix 12: Publicity Form
- Appendix 13: Medical Form for Health Monitoring of Participants
- Appendix 14: AGF Safety Procedures for International Competitions during COVID-19 Pandemic
- Appendix 15: E-help Book

Sincerely Yours,

Nicolas Buompane
FIG Secretary General